



Town of Clover

Fiscal Year 2013-2014

Budget



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Executive Summary FY 2013 - 2014 Budget

- Conservative budget, including modest increases in revenue projections and expenditures in most departments
- Operating millage rate of 114 mills
- Capital millage of 4 mills for 2012 General Obligation Bond (New Centre Park and Town Hall acquisition and renovation)
- No increase in sanitation and landfill fees for residential and commercial customers; planning and zoning permit fees; business license fees, or recreation participation fees
- Three percent (3%) cost of living increase for town employees
- Slight increase in cost of health insurance
- New deferred compensation match program to match employee contributions to SC Deferred Compensation up to \$500 annually (January 1, 2014 launch)
- Decrease in property and casualty insurance due to new coverage with SCMIRF
- No increase in water or sewer rates
- The Enterprise Fund will reimburse the General Fund quarterly for certain shared expenses based on established ratios
- Separates enterprise fund operating revenues from capacity fees; such fees are set aside in a capital projects fund for future use

Notable Expenditures

Administrative Department

- All personnel and operation costs that were previously split between the General and Enterprise Funds are now budgeted only in the General Fund
- Monthly newsletter to be developed in-house
- Economic Development activities including consultant work, industry appreciation event, advertising, and Façade Grant (up to 5 \$1,000 grants) and seed funds to begin development assistance fund

Development Services Department

- Zoning and Land Development Regulations revision
- Demolition of at least one abandoned nuisance property

Fire Department

- Fire inspections
- Explorer Post 18 expenses
- Hose replacement

Legislative Department

- Election
- Continuing education and new member training
- Council meeting table

Municipal Court

- Professional services of Judge Howell

Police Department

- New School Resource Officer for Blue Eagle Academy including purchase of new vehicle
- Continuation of Reserve Officer Program and K-9 Unit
- Lease purchase three replacement vehicles

Recreation Department

- Community Center programs
- New Centre Park Phase 1 completion and start recreation programs and tournaments
- Complete fitness circuit and disk golf at Clover Community Park
- Complete various improvements at Clover Community, Roosevelt, the walking track at the Armory, and other non-Town owned facilities
- Lease purchase new mower

Streets and Sanitation Department

- Pedestrian improvements
- Stormwater asset inventory and improvements
- Lease purchase replacement truck for Director and new vacuum truck

Water and Sewer Department

- Obtain Revolving Loan Fund loan for capital improvements: bar screen replacement, water tank refurbishment, water meters, and/or line improvements
- Replacement program for large school meters
- Lease purchase light tower

Hospitality Tax

- Main Street Landscaping Contract
- Chamber of Commerce support
- New Welcome sign on S. Main Street
- Median Master Plan
- Street light banners
- Festivals funding: St. Patrick's Festival, Feis Chlobhair, Fall Festival
- Special Events: Christmas festival, BBQ Cookoff, etc.

Capital Projects

- New Centre Park Phase 1 completion and miscellaneous improvements
- Renovate new Town Hall at 116 Bethel Street and existing building
- Purchase and upgrade parking lot in historic district

BUDGET SUMMARY FY 2013 - 2014 Budget

General Fund

	<u>FY 12-13</u>	<u>FY 13-14</u>
Administration	\$591,800	\$547,600
Development Services	\$166,200	\$167,200
Fire Department	\$87,150	\$88,400
Legislative	\$39,400	\$47,400
Municipal Court	\$84,500	\$90,450
Police Department	\$1,490,650	\$1,686,100
Recreation Department	\$666,850	\$697,650
Streets & Sanitation	<u>\$983,250</u>	<u>\$1,015,500</u>
	\$4,109,800	\$4,340,300
Transfers To		
Capital Projects		\$154,100
Enterprise Fund		\$127,300

Total Expenditures **\$4,623,200**

Revenues	\$3,998,000
Transfers From	
Enterprise Fund (Reimburse GF for Expenses)	\$322,750
Budgeted Fund Balance	\$302,450
Total Revenues	\$4,623,200

Enterprise Fund

	<u>FY 12-13</u>	<u>FY 13-14</u>
Water and Sewer Dept	\$2,337,100	\$2,406,050
Transfers To		
General Fund (Expense Reimbursement)		\$322,750

Total Expenditures **\$2,728,800**

Revenues	\$2,501,500
Transfers From	
General Fund	\$127,300
Budgeted Fund Balance (Revenue Bond)	\$100,000
Total Revenues	\$2,728,800

Special Revenue Funds

Hospitality Tax

Expenditures	\$157,000
Transfers To Capital Projects (New Centre Park)	\$35,000
Total Expenditures	\$192,000

Revenues	\$180,000
Transfers From	\$0
Budgeted Fund Balance	\$12,000
Total Revenues	\$192,000

Fire Department Supplements

Expenditures	\$61,200
Transfers To	\$0
Total Expenditures	\$61,200

Revenues	\$61,200
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$61,200

Fire Department Recreation (1%)

Expenditures	\$13,800
Transfers To	\$0
Total Expenditures	\$13,800

Revenues	\$13,800
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$13,800

Drug Enforcement Unit

Expenditures	\$4,010
Transfers To	\$0
Total Expenditures	\$4,010

Revenues	\$4,010
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$4,010

Capital Projects

Expenditures	\$607,800
Transfers To	\$0
Total Expenditures	\$607,800
Revenues	\$56,500
Transfers From	\$0
General Fund (County Supplement & Fund Balance)	\$154,100
Hospitality Tax	\$35,000
Budgeted Fund Balance	\$362,200
Total Revenues	\$607,800

Total Operating Budget **\$7,433,910**

Total Operating Budget includes all expenditures except transfers to Capital Projects.

Total Capital Budget **\$607,800**

GENERAL FUND BUDGET

REVENUES		2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
		\$ 4,068,384	\$ 3,802,300	\$ 3,998,000
Enterprise Fund Transfer In		\$ 217,800	\$ 297,300	\$ 322,750
Budgeted Fund Balance				
	General Fund	\$ -	\$ 282,700	\$ 120,050
	Capital Projects	\$ -	\$ -	\$ 55,100
	Enterprise Fund	\$ -		\$ 127,300
TOTAL REVENUES		\$ 4,286,184	\$ 4,382,300	\$ 4,623,200

EXPENDITURES		2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-535	Administration Department	\$ 508,453	\$ 591,800	\$ 547,600
10-545	Development Services	\$ 143,554	\$ 166,200	\$ 167,200
10-510	Fire Department	\$ 87,841	\$ 87,150	\$ 88,400
10-520	Legislative Department	\$ 45,129	\$ 39,400	\$ 47,400
10-530	Municipal Court	\$ 83,070	\$ 84,500	\$ 90,450
10-515	Police Department	\$ 1,608,593	\$ 1,490,650	\$ 1,686,100
10-525	Recreation Department	\$ 606,411	\$ 666,850	\$ 697,650
10-500	Streets and Sanitation	\$ 1,040,224	\$ 983,250	\$ 1,015,500
TOTAL		\$ 4,123,275	\$ 4,109,800	\$ 4,340,300

TRANSFERS		2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
	To Capital Projects from CY Revenue	\$ 97,266	\$ 97,500	\$ 99,000
	To Capital Projects from Fund Balance	\$ -	\$ 175,000	\$ 55,100
	To Enterprise Fund from Fund Balance	\$ -	\$ -	\$ 128,800
TOTAL		\$ 97,266	\$ 272,500	\$ 282,900

The General Fund is used to account for all revenues and expenditures applicable to general operations of the Town and is used to record all financial transactions not required to be accounted for in another fund. The General Fund Accounts for all the revenues and expenditures necessary to carry out basic governmental activities of the Town such as police protection, fire protection, recreation, court, refuse disposal, animal control, legal and administrative services. Appropriations are made from the fund annually. The fund will exist indefinitely.

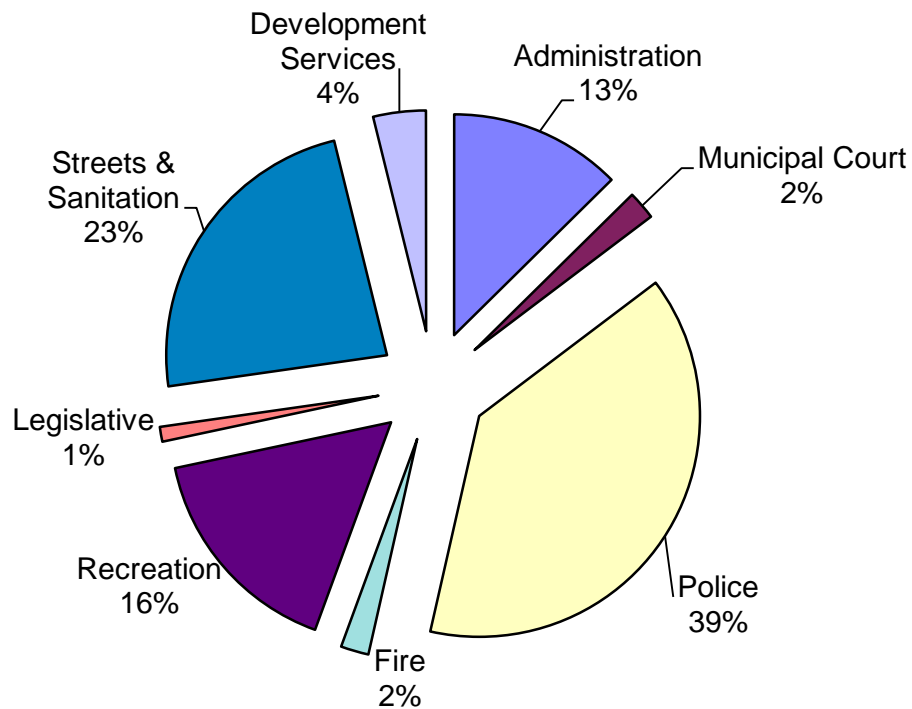
Departments

- Administration
- Development Services
- Fire Department
- Legislative
- Municipal Court
- Police Department
- Recreation Department
- Streets and Sanitation (includes Stormwater Maintenance)

Taxing Authority

The Town of Clover has the authority to levy and collect taxes on all property, real and personal, not exempt by general law from taxation, situated within the corporate limits of the Town pursuant to Article X of the S.C. Constitution and Sections 57-30 and 5-21-110 of the Code of Laws of South Carolina, 1976, as amended.

**Expenditures by Department
As a Percentage of General Fund**



ENTERPRISE FUND (WATER/SEWER BUDGET)

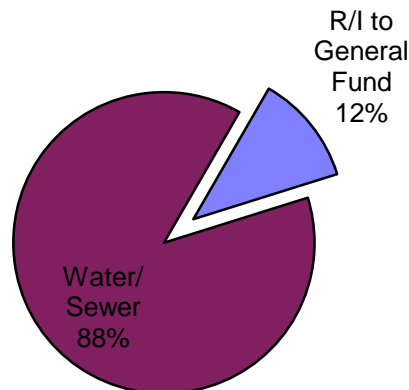
REVENUES	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
	\$ 3,564,236	\$ 2,634,400	\$ 2,501,500
General Fund Transfer In			\$ 127,300
Budgeted Fund Balance			
			\$ 100,000
TOTAL	\$ 3,564,236	\$ 2,634,400	\$ 2,728,800

EXPENDITURES		2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
20-535	Water/Sewer Administration	\$ -	\$ -	\$ -
20-520	Water/Sewer Legislative	\$ -	\$ -	\$ -
20-555	Water/Sewer Department	\$ 3,600,687	\$ 2,337,100	\$ 2,406,050
TOTAL		\$ 3,600,687	\$ 2,337,100	\$ 2,406,050

TRANSFERS		2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
	Reimbursement to General Fund	\$ 217,800	\$ 297,300	\$ 322,750
TOTAL		\$ 217,800	\$ 297,300	\$ 322,750

The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises – where the costs (expenses including depreciation) of providing water and sewer services to the general public on a continuing basis are financed or recovered primarily through user charges. The Town often refers to its Enterprise Fund as the Water/Sewer Fund.

Expenditures by Department As a Percentage of Enterprise Fund



GENERAL FUND REVENUE

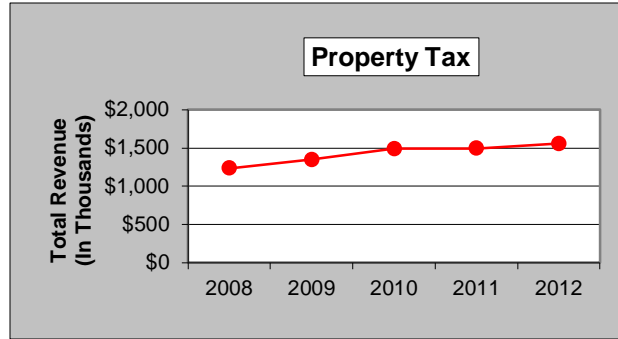
ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-400				
4000	Property Tax - Current	\$ 1,557,721	\$ 1,546,400	\$ 1,600,200
4002	Property Tax - Prior	\$ 93,690	\$ 20,000	\$ 50,000
4004	Vehicle Prop. Tax - Current	\$ 159,722	\$ 145,000	\$ 150,000
4006	Property Tax Penalties	\$ 29,322	\$ 13,000	\$ 15,000
4008	Garbage Revenue	\$ 275,378	\$ 275,000	\$ 275,000
4010	Landfill Revenue	\$ 181,286	\$ 180,000	\$ 182,000
4012	Court Fines	\$ 48,096	\$ 65,000	\$ 55,000
4014	Business Licenses	\$ 612,887	\$ 625,000	\$ 625,000
4015	Zoning Permit Fees	\$ 1,640	\$ 3,000	\$ 3,000
4016	Building Permits	\$ 62,501	\$ 50,000	\$ 55,000
4018	Cemetery Donations/Assess	\$ 5,840	\$ 6,000	\$ 6,000
4019	Donations	\$ 777	\$ 5,000	\$ 2,000
4021	Shelter Fees	\$ 860	\$ 500	\$ 500
4022	Dog Licenses	\$ 1,517	\$ 1,800	\$ 1,800
4024	Recreation Revenue	\$ 67,317	\$ 72,000	\$ 72,000
4025	Recreation Concessions	\$ 11,123	\$ 12,000	\$ 12,000
4026	Sale of Fixed Assets	\$ -	\$ 5,000	\$ 5,000
4028	Interest Income	\$ 1,962	\$ 800	\$ 1,000
4030	Miscellaneous Revenues	\$ 28,875	\$ 1,000	\$ 1,000
4033	Larne Building	\$ 13,430	\$ 13,000	\$ 13,500
4042	Recreation Supplement	\$ 195,551	\$ 195,000	\$ 198,000
4048	Grant-Recreation	\$ 10,321	\$ -	\$ -
4049	Misc Grant Revenue	\$ 61,105	\$ 21,000	\$ 8,000
4050	State Apportionment	\$ 126,933	\$ 90,000	\$ 109,900
4052	Other Revenues	\$ 99,637	\$ 71,500	\$ 10,000
4054	Franchise Fees	\$ 386,850	\$ 354,500	\$ 400,000
4056	Payment In Lieu Of Taxes	\$ 7,187	\$ 3,000	\$ 3,000
4060	Drink Machine/PD	\$ -	\$ 300	\$ -
4082	Westgate Maint/YCNG	\$ 7,490	\$ 7,500	\$ 7,500
4146	York County DEU Funds	\$ 9,530	\$ 6,000	\$ -
4211	St. Pat's Day Festival	\$ 5,710	\$ 3,000	\$ 5,000
4212	School Resource Officer	\$ -	\$ -	\$ 120,600
4215	Travel Fund	\$ 4,125	\$ 11,000	\$ 11,000
TOTAL		\$ 4,068,384	\$ 3,802,300	\$ 3,998,000

GENERAL FUND REVENUES

[4000] PROPERTY TAX – CURRENT

\$ 1,600,200

The Town presently imposes a one hundred and fourteen (114) mill tax on all real and personal property within the Town of Clover. Property taxes are assessed by the York County Tax Assessor's Office and the SC Department of Revenue for general tax purposes (i.e., a tax of \$114.00 on every \$1,000 in assessed value of real estate and personal property). The Town also implemented a four (4) mill capital millage in FY12-13 for the 2012 Series GO Bond.



[4002] PROPERTY TAX –PRIOR

\$ 50,000

This revenue category consists of all outstanding delinquent real estate and personal property taxes from the preceding years. York County provides delinquent tax collection services for the Town of Clover. The Town projects that it will collect \$50,000 in delinquent taxes this fiscal year, based on previous experience and the rate of collection.

[4004] VEHICLE PROPERTY TAX-CURRENT

\$ 150,000

The assessed value of motor vehicles for tax year 2012 is estimated to be \$1.3 million, calculated based on information provided by the York County Tax Assessor's Office.

[4006] PROPERTY TAX PENALTIES

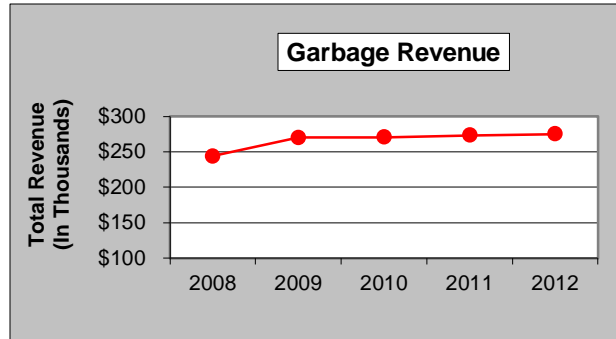
\$ 15,000

Penalties and interest are assessed on all real and personal property taxes if such taxes are not paid on or before January 15 in the year that they are due. York County assesses penalties in the following manner: "If real property taxes are not paid on or before January 15, a 3% penalty is assessed; if the taxes are not paid prior to February 2, then taxes are assessed a penalty of 7%; with an additional 5% assessed if not paid by March 16."

[4008] GARBAGE REVENUE

\$ 275,000

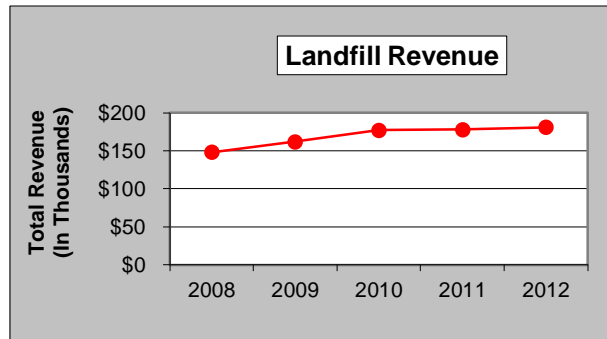
Revenue consisting of fees assessed for residential and commercial solid waste collection and disposal. Fees were increased effective July 1, 2006, to offset cost increases associated with performing the service.



[4010] LANDFILL REVENUE

\$ 182,000

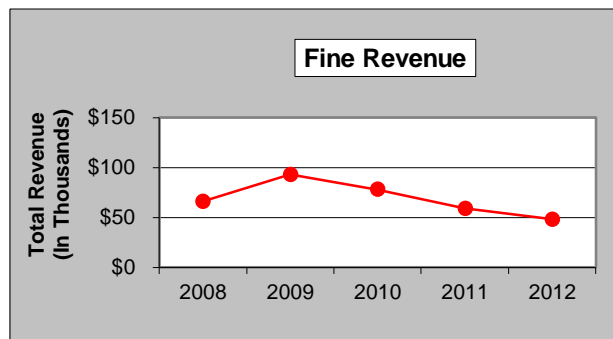
York County charges the Town of Clover by weight per load of debris deposited in the County Landfill. The Town is billed monthly based on the tonnage deposited. Clover charges a landfill charge on each sanitation bill to cover this cost. Landfill fees were last increased on July 1, 2006, and on January 1, 2009, with the latter increase due to an increase in fees imposed by York County in October 2008.



[4012] COURT FINES

\$ 55,000

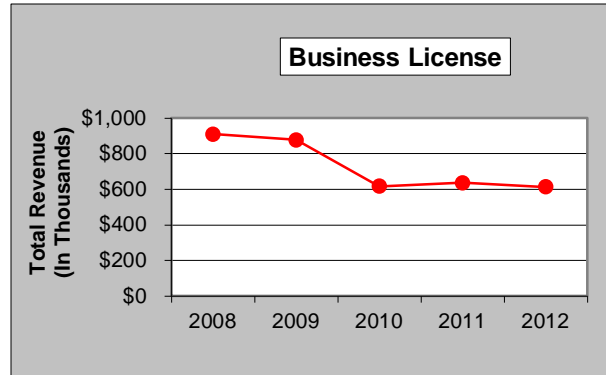
This line item represents the revenues collected through the Clover Municipal Court from traffic and criminal fines and from Code Enforcement fines.



[4014] BUSINESS LICENSES

\$ 625,000

All businesses and/or vendors, excluding those exempted by law, are required to obtain a business license in accordance with the Business License Ordinance of the Town of Clover. The Municipal Association of South Carolina collects business license fees on insurance companies and telecommunications.



Based on an expected decline in development and growth, the Town has budgeted a conservative increase in business license revenues. Also, effective FY09-10, Duke Energy and York Electric franchise fees were moved to the Franchise Fee line item causing a decline in the Business Licenses line item.

[4015] ZONING PERMITS FEES

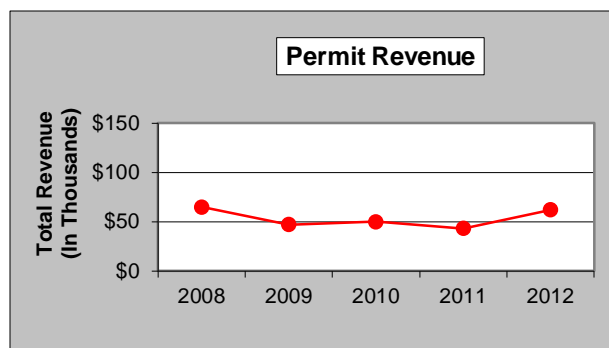
\$ 3,000

The Town of Clover began to assess permit fees for a variety of planning and zoning services including zoning determinations for new businesses, subdivision review, grading permits and various filing fees, e.g. Board of Zoning Appeals cases, effective July 1, 2006. Resolution 09-07 sets forth the new permit fees.

[4016] BUILDING PERMITS

\$ 55,000

Revised permit fees were adopted in September 2011 (see Resolution 11-05). Permit revenues are expected to increase slightly based on recent increases in construction activity.



[4018] CEMETERY REVENUE

\$ 6,000

This revenue represents proceeds from the sale of new plots from the new sections of Clover Community and Woodside Cemeteries. The line item also includes the fee paid by the funeral homes for burials, the \$25 finance fee, and other fees set forth in Resolution 09-06. Private donations are also accepted to make improvements at the cemeteries.

[4019] DONATIONS

\$ 2,000

This revenue is from random donations.

[4021] SHELTER FEES

\$ 500

This line item represents the revenues collected from rental of the picnic shelters at the Clover Community Park and Roosevelt Park. For guaranteed use, the rental fee is \$25 a day for the large shelters and \$15 a day for the small shelter at Clover Community Park. If not rented, the shelters are open every day on a first come, first serve basis at no charge.

[4022] DOG FEES

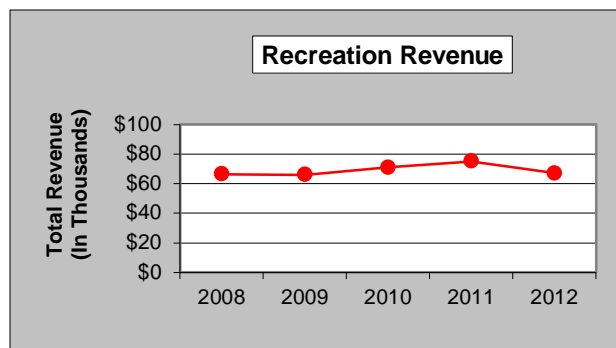
\$ 1,800

Town Ordinance provides that dog owners must register their dogs annually. The cost is \$4 per dog and, after April 30, a \$10 penalty is added. Dog owners must show proof of rabies shots for their dogs. Town staff conducts at least one (1) registration opportunity on a Saturday in April in the Town Hall Parking Lot and usually arranges for a veterinarian to be on-site to give rabies shots for a fee. This line also includes kennel charges and other fees related to animal control.

[4024] RECREATION REVENUE

\$ 72,000

This line item represents the revenues received from registration fees for participation in Town recreation programs. The fee for participation is \$40 per participant (effective since FYE2010). This budget anticipates a \$10 fee increase for youth sports that require referees and umpires. It also includes sponsorship donations.



[4025] RECREATION CONCESSIONS **\$ 12,000**

Revenues collected from the sales of concession items at Clover Community Park and Roosevelt Park. A modest increase was included for concessions from New Centre Park.

[4026] SALE OF FIXED ASSETS **\$ 5,000**

Income received from the sale of equipment and/or vehicles that have been replaced or are no longer in use.

[4028] INTEREST INCOME **\$ 1,000**

This line item includes the interest income earned from investments in the State Investment Pool and from the Town's local checking accounts. Fund balance in General Fund is slowly growing but interest rates are very low.

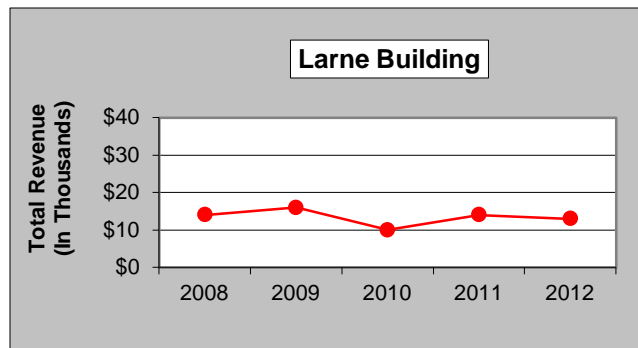
[4030] MISCELLANEOUS REVENUES **\$ 1,000**

This line item includes, but is not limited to revenues received from the following sources:

- Police Reports (\$5.00 each) and PD vending machine
- Garage Sale Permits (\$1.00 in-town, \$5.00 out-of-town)
- Copies of the Town Ordinances including Land Use and Zoning and the Business License Ordinance
- Miscellaneous copies and fax use

[4033] LARNE BUILDING RENTAL **\$ 13,500**

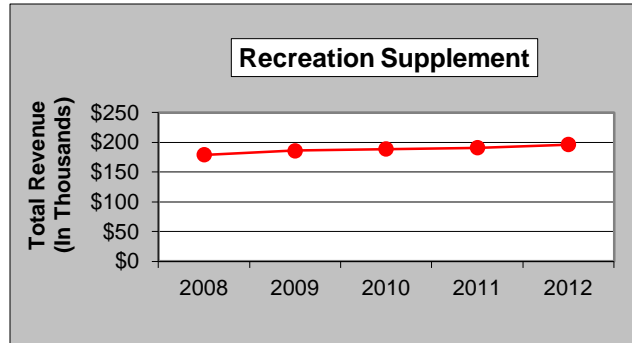
This line item represents the rental fee revenues for the use of the Larne Building. The rental rate was increased January 1, 2009, to \$300 for in-town residents and \$400 for out-of-town residents. In July 2012, rates for reduced for Monday-Thursday rentals. In addition to the rental fee, a \$150 security deposit is required but is refunded if the building is left in proper order.



[4042] RECREATION SUPPLEMENT

\$ 198,000

This line item represents the financial supplement received from York County for the provision of recreational programs to County residents. Approximately 70% of the participation in Town recreation programs is from out-of-town residents. Revenue is expected to increase each year.



[4048] GRANT - RECREATION

\$ 0

The line item represents anticipated PARD grants.

[4049] MISCELLANEOUS GRANT REVENUE

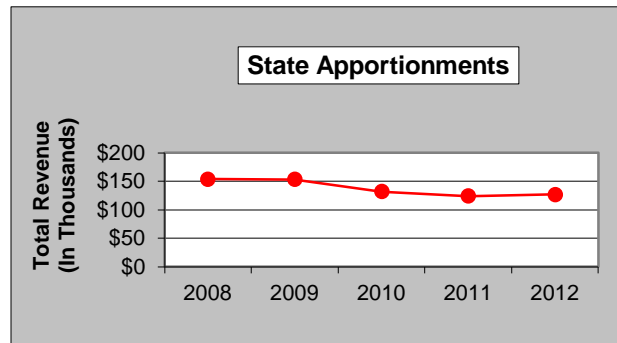
\$ 8,000

The Town intends to apply for Palmetto Pride and SCMIT Safety Grants.

[4050] STATE APPORTIONMENTS

\$ 109,900

The South Carolina General Assembly made significant changes in the distribution of state shared revenues to political subdivisions pursuant to the adoption of Section 6-27-10 of the Code of Laws of South Carolina, 1976, as amended. This act established a Local Government Fund that replaced the formula funding that had previously come from the following seven (7) taxes: bank tax, beer tax, wine tax, gasoline tax, motor transport fees, alcohol tax, and the income tax.



Under the act the State Treasurer must transfer 4½% of the previous year's general fund appropriations to the Local Government Fund. Municipal government received 16.722% of the Fund and such amount will be distributed based on the percentage of the town's population to the total municipal population.

Due to State budget cuts and a proposed cut to the Local Government Fund by the State Legislature for the fifth year in a row, the Town estimates that it will receive \$109,900 from the Local Government fund during fiscal year 2013-14.

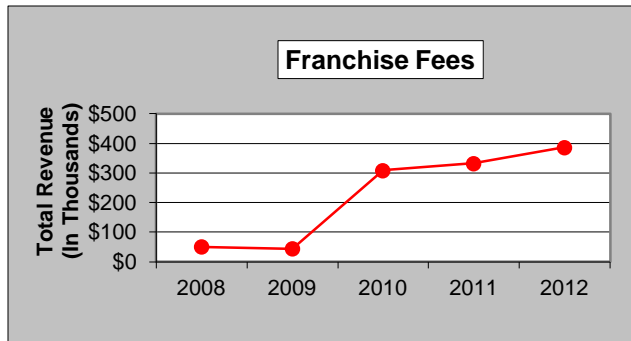
Effective FY12-13, payments for Merchant Inventory, which equals approximately \$26,700 annually, was moved to Property Tax-Current, resulting in a drop in this line item.

[4052] OTHER REVENUES \$ 10,000

This line item includes insurance claims payments, reimbursements to the Town, Accommodations Tax, liquor permit, Irish Downs administrative fees (sidewalk project), and other unanticipated revenues.

[4054] FRANCHISE FEES \$ 400,000

This line item includes the franchise fees received from Time Warner Cable (5%) and, effective FY 09-10, from Duke Energy (5%) and York Electric Cooperative (4%). In prior years, the electric franchises were credited to the Business License line item.



[4056] PAYMENT IN LIEU OF TAXES \$ 3,000

This line item includes monies received from South Carolina Regional Housing Authority for the Government Subsidized housing in Clover.

[4060] DRINK MACHINE/POLICE DEPARTMENT \$ 0

This line item includes monies from the drink machine in the Police Department.

[4082] WESTGATE MAINTENANCE/YCNGA \$ 7,500

This line item includes represents the reimbursement received from York County Natural Gas for landscape maintenance services at Westgate, approximately \$468 per month under the current contract (or 75% of the monthly rate of \$625) plus any additional work.

[4146] YORK COUNTY DEU FUNDS **\$ 0**

Moved to Special Revenue Fund in FY12-13.

[4211] ST. PATRICK'S DAY FESTIVAL **\$ 5,000**

Include proceeds from the sale of the annual St. Patrick's Day Festival poster, notecards, and vendor fees.

[4212] SCHOOL RESOURCE OFFICER **\$ 120,600**

Reimbursement from the Clover School District for a School Resource Officer at Blue Eagle Academy. FY13-14 includes start-up costs such a patrol vehicle.

[4215] TRAVEL FUND **\$ 11,000**

This item represents the fees paid to the Recreation Department for Senior trips. An equal amount was budgeted for expenditure under the assumption that the fees will cover all trip costs excluding bus rental.

TOTAL GENERAL FUND REVENUES **\$3,998,000**

ENTERPRISE FUND TRANSFER IN **\$ 322,750**

Reimbursement for administrative, legislative and other operational costs.

BUDGETED FUND BALANCE **\$ 302,450**

Fund Balance has been allocated to be used for the following:

- \$120,050 for General Fund activities (to balance budget)
- Transfer \$10,100 to Capital Projects to balance expected shortfall in property tax collection for GO Bond.
- Transfer \$45,000 to Capital Projects to purchase and upgrade downtown parking lot.
- Transfer \$127,300 to Enterprise Fund if needed to cover potential shortfall.

Note: General Fund Totals spreadsheet shows \$128,800 in Transfers was approved. This is a typo as only \$127,300 is expected to be needed to balance the Enterprise Fund. Had this error been caught in advance, the amount needed to balance the budget would have been \$118,550 instead of \$120,050. Only the funds needed to balance the Enterprise Fund will be transferred.

**GENERAL FUND
ADMINISTRATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-535				
5000	Salaries	\$ 231,018	\$ 231,000	\$ 234,750
5006	Social Security	\$ 17,673	\$ 17,600	\$ 18,000
5008	Retirement	\$ 22,670	\$ 24,400	\$ 24,900
5009	Deferred Compensation Match	\$ -	\$ -	\$ 1,650
5010	Insurance - Health	\$ 25,590	\$ 32,400	\$ 34,800
5012	Workers Comp	\$ 2,389	\$ 3,200	\$ 1,800
5013	Health Reimbursement	\$ 3,279	\$ 10,000	\$ 10,000
5015	Employee Wellness	\$ 1,333	\$ 2,500	\$ 2,500
5016	Utilities	\$ 5,814	\$ 5,000	\$ 7,000
5017	Telephone	\$ 5,165	\$ 5,500	\$ 6,000
5018	Maintenance/Supplies	\$ 312	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ 165	\$ 250	\$ 250
5021	Vehicle - Routine Main	\$ 8	\$ 250	\$ 250
5022	Vehicle - Fuel	\$ 2,098	\$ 2,400	\$ 2,400
5027	Insurance - Property	\$ 2,193	\$ 2,200	\$ 1,000
5028	Insurance - Vehicle	\$ 689	\$ 700	\$ 550
5030	Insurance - Tort	\$ 1,414	\$ 1,400	\$ 1,300
5032	Insurance - Bond	\$ 49	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ 417	\$ 500	\$ 500
5058	Bank Charges	\$ 6,654	\$ 8,000	\$ 12,000
5059	Office Supplies/Equipment	\$ 10,596	\$ 12,000	\$ 12,000
5060	Late Fee Charges	\$ 19	\$ -	\$ -
5063	Drug Testing	\$ 85	\$ 150	\$ 150
5068	Building Maintenance	\$ 4,137	\$ 3,600	\$ 4,200
5076	Advertisement	\$ 808	\$ 1,000	\$ 1,000
5092	Dues & Subscriptions	\$ 3,195	\$ 2,500	\$ 3,000
5094	Training/Mtgs/Travel	\$ 3,429	\$ 4,500	\$ 4,000
5098	Legal fees	\$ 12,445	\$ 6,000	\$ 8,000
5100	Auditing Fees	\$ 25,045	\$ 26,000	\$ 21,000
5106	Election Expenses	\$ 1,183	\$ -	\$ 1,200
5118	HolidayCert/Awards/Dinner	\$ 8,084	\$ 8,000	\$ 8,500
5122	Computer Maint & Prog	\$ 29,929	\$ 26,750	\$ 28,000
5128	York Co. Council On Aging	\$ 10,000	\$ 10,000	\$ 10,000
5130	Postage	\$ 15,906	\$ 16,000	\$ 18,000
5132	Clover Chamber	\$ 2,500	\$ -	\$ -
5176	Professional Services	\$ 16,134	\$ 10,000	\$ 18,000
5185	Anniversary Committee	\$ 1,113	\$ 15,000	\$ -
5201	Tax Collection Fees	\$ 2,588	\$ 2,800	\$ 2,800
5202	Equipment Lease	\$ 12,319	\$ 12,500	\$ 13,500
5204	Capital Lease	\$ 2,256	\$ -	\$ -
5209	Larne Delegation/UAS	\$ 554	\$ 1,500	\$ 500
5210	Larne Building Expenses	\$ 6,388	\$ 8,000	\$ 8,000
5215	Grant Expenses	\$ -	\$ 4,000	\$ 4,000
5410	Capital Expenditures	\$ 2,558	\$ 58,600	\$ 2,500
5419	Economic Development	\$ 8,252	\$ 15,000	\$ 19,000
TOTAL		\$ 508,453	\$ 591,800	\$ 547,600

ADMINISTRATION DEPARTMENT

SERVICE DELIVERY

The Administration Department provides the administrative and clerical support required for the general operations of the Town. Effective July 1, 2009, for budgeting purposes, the Building Official, Codes Clerk and Nuisance Officer and associated expenses were moved to the Development Services Department. Effective July 1, 2010, the administrative staff and associated operational expenses from the Water/Sewer Administration Department were moved to this department. The Water/Sewer Fund will reimburse the General Fund, based on established percentages, for the expenses that are associated with the operation of the Water/Sewer Fund.

The Department is staffed by the Town Administrator, Town Treasurer, Town Clerk, Utility Billing Clerk and Assistant Billing Clerk. The Town Administrator has overall management control over the Town.

Administration is also responsible for all the financial reporting of the Town, along with the proper billing and receiving of all revenues generated for the Town, and all expenditures incurred by the Town. Revenue sources include, but are not limited to, taxes, business licenses, court receipts, permits, governmental grant proceeds and state apportionments. In addition, the Administration Department is responsible for the disbursement of funds required for operating the Town. Expenditures include, but are not limited to, vendor payments for operating supplies, employee payroll and salary related withholdings, and intergovernmental payments.

All administrative functions are performed from the Clover Town Hall located at 114 Bethel Street, Clover.

BUDGET GOALS

- Renovate and relocate to new Town Hall, 116 Bethel Street
- Complete employee compensation study and FLSA determination; implement employee appraisal system and Deferred Compensation Match program (1/2014)
- Finalize financial policies and procedures manual
- Design newsletter in-house
- Economic Development Board activities including brochure development, Façade Grant Program and consultant work
- Implementation of improved Safety and Wellness Program
- Offer flexible payment options to customers including on-line bill payment for business license and recreation fees and court fines
- Provide support for various festivals and community events (e.g. Feis Chlobhair) as well as community service activities (e.g. Council on Aging)

DEPARTMENT DETAIL

PERSONNEL

		General Fund	Water/Sewer
Administrator	Allison Harvey	50%	50%
Treasurer	Barbara Swierszcz	50%	50%
Town Clerk	Shannon Nix	100%	0%
Utility Billing Clerk	Debbie Lark	0%	100%
Assistant Billing Clerk	Kim Laney	0%	100%

SERVICES

- Business Licenses
- Yard Sale Permits
- Larne Building Rental
- Economic Development
- Financial Management
- Water/Sewer Billing and Payment
- Customer Service

FACILITIES AND EQUIPMENT

- TOWN HALL, 114 Bethel Street
 - Built in 1955
 - Houses six full-time employees
- NEW TOWN HALL, 116 Bethel Street
- LARNE BUILDING – 103 Main Street
 - Purchased by Town in 1998; renovations complete in 1999
 - Used for special events (rental) and Town meetings
- YMCA Building – 107 South Main Street (leased to YMCA)
- STORAGE BUILDING – Located at Treatment Plant, Willow Street
- VEHICLE – 2007 Chevrolet Trailblazer, assigned to Town Administrator

BUDGET DETAIL
10-535

[5000] SALARIES	\$ 234,750
<ul style="list-style-type: none">▪ Town Clerk, Treasurer, Administrator, Utility Billing Clerk and Assistant Billing Clerk	
[5006] SOCIAL SECURITY	\$ 18,000
[5008] RETIREMENT	\$ 24,900
[5009] DEFERRED COMPENSATION MATCH	\$ 1,650
<ul style="list-style-type: none">▪ New program for employees participating in the State's 401K program. Town to match 1:1 up to \$500 (\$250 for part-time employees). Program expected to launch in January 2014.	
[5010] INSURANCE – HEALTH	\$ 34,800
<ul style="list-style-type: none">▪ \$4,847 per year for employee only coverage; \$15,431 for full family. Includes health, dental, and basic life insurance.	
[5012] WORKER'S COMPENSATION	\$ 1,800
[5013] HEALTH REIMBURSEMENT	\$10,000
[5015] EMPLOYEE WELLNESS	\$ 2,500
<ul style="list-style-type: none">▪ Includes safety training initiatives and awards and a Wellness Fair for all Town employees.	
[5016] UTILITIES	\$ 7,000
<ul style="list-style-type: none">▪ This line item includes<ul style="list-style-type: none">▪ Electric Duke Power (Town Hall and Festival)▪ Water & Sewer Town of Clover▪ Sanitation Town of Clover	
[5017] TELEPHONE	\$ 6,000
<ul style="list-style-type: none">▪ Regular and long distance service; cell phones for Administrator and Town Hall; and repairs	

[5018] MAINTENANCE & SUPPLIES	\$ 500
▪ Includes costs for miscellaneous supplies for Town Hall	
[5020] VEHICLE – REPAIRS	\$ 250
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 250
[5022] VEHICLE – FUEL	\$ 2,400
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,000
▪ This line item includes the insurance cost for the following buildings and their contents: Town Hall, the Larne Building, the YMCA Building, and Storage Facility	
[5028] INSURANCE –VEHICLES	\$ 550
[5030] INSURANCE - TORT	\$ 1,300
[5032] INSURANCE – BOND	\$ 100
[5037] UNIFORMS/EQUIPMENT	\$ 500
[5058] BANK CHARGES	\$ 12,000
▪ Fees charged for use of credit cards (Suntrust), e.g. on-line bill pay	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 12,000
[5060] LATE FEE CHARGES	\$ 0
[5063] DRUG TESTING	\$ 150
▪ The line item includes the cost of pre-employment and random drug tests.	
[5068] BUILDING MAINTENANCE	\$ 4,200
▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs for Town Hall, e.g. HVAC, plumbing, and electrical	
[5076] ADVERTISEMENT	\$ 1,000
▪ Public hearing and other meeting notices, employment ads, notices of general information and water quality reports	

[5092] DUES AND SUBSCRIPTIONS **\$ 3,000**

- Includes professional dues (Rotary, MASC, etc.), Chamber dues, newspaper subscription, York County Day participation, post office box rental, ASCAP, and YMCA membership match.

[5094] TRAINING, MEETINGS, AND TRAVEL **\$ 4,000**

[5098] LEGAL FEES **\$ 8,000**

- Billed at an hourly rate of \$150.

[5100] AUDITING FEES **\$ 21,000**

- Fees are split between Administration, Fire Department, Municipal Court and Water/Sewer Administration

[5106] ELECTION EXPENSE **\$ 1,200**

- Municipal elections are held in even number years. Elections are administered by York County Registration and Elections.

[5118] HOLIDAY CERTIFICATES/DINNER/AWARDS **\$ 8,500**

- \$100 gift certificates for all full-time employees
- Holiday Dinner for employees, council, etc.
- Service Awards

[5122] COMPUTER MAINTENANCE & PROGRAMS **\$ 28,000**

- Website maintenance
- Workstation and network maintenance contract
- Includes Financial Software Maintenance Plan fees for Greentree Applied Systems, Inc., and CSI, setup costs for new CSI software migration
- Software subscriptions and renewals, including Fixed Asset, Anti-virus and spam, and back-up services.
- Minor equipment replacement, e.g. monitors and printers
- Time Warner internet access

[5128] YORK COUNTY COUNCIL ON AGING **\$ 10,000**

- At the request of the Town and the United Way, the York County Council on Aging (YCCA) operates a lunch program for qualified senior citizens over 60 years of age. The Town pays over 90% of the site manager's salary. The costs of the food, the delivery van, utilities, etc., are funded through the YCCA.

[5130] POSTAGE **\$ 18,000**

- Includes Utility billing mailing costs

[5132] CHAMBER OF COMMERCE	\$ 0
<ul style="list-style-type: none"> ▪ Expenses associated with the Greater Clover Chamber of Commerce were moved to the Hospitality Tax budget effective FY12-13. 	
[5176] PROFESSIONAL SERVICES	\$ 18,000
<ul style="list-style-type: none"> ▪ Newsletter printing ▪ Engineering Services (Joel Wood & Associates) for work performed on subdivision reviews and other general water/sewer related projects; specific W/S project work is charged to W/S Department. ▪ Municipal code updates 	
[5185] ANNIVERSARY COMMITTEE	\$ 0
<ul style="list-style-type: none"> ▪ December 24, 2012 marks the 125th anniversary of the Town of Clover. Funding used for activities commemorating the anniversary. 	
[5201] TAX COLLECTION FEE	\$ 2,800
<ul style="list-style-type: none"> ▪ Fee for York County to collect Town taxes (\$0.37 per notice) 	
[5202] EQUIPMENT LEASES	\$ 13,500
<ul style="list-style-type: none"> ▪ Copier, Inserter/Folder, and Postage Machine leases 	
[5204] CAPITAL LEASE	\$ 0
[5209] LARNE DELEGATION/UAS	\$ 500
<ul style="list-style-type: none"> ▪ Expenses related to Ulster American Society activities and special events including Young Artist/Author competitions, Irish Heritage Appreciation Month, and Sister Cities dues 	
[5210] LARNE BUILDING EXPENSES	\$ 8,000
<ul style="list-style-type: none"> ▪ This line item includes the operational expenses related to the Larne Building including utilities and repair costs. 	
[5215] GRANT EXPENSES	\$4,000
<ul style="list-style-type: none"> ▪ PalmettoPride grant 	
[5410] CAPITAL EXPENDITURES	\$ 2,500

[5419] ECONOMIC DEVELOPMENT

\$19,000

- Advertising – brochures, publications
- Façade Grant Program – up to five (5) \$1,000 grants
- Industry Appreciation event
- Consultant work for market study and/or establishing a development corporation
- Seed funds for Development Corporation

TOTAL ADMINISTRATION DEPARTMENT

\$ 547,600

**Many line items include expenses associated with the Water/Sewer Fund. These expenses will be reimbursed to the General Fund by the Water/Sewer Fund, based on established percentages.*

**GENERAL FUND
DEVELOPMENT SERVICES DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-545				
5000	Salaries	\$ 87,495	\$ 91,000	\$ 88,200
5006	Social Security	\$ 6,694	\$ 7,000	\$ 6,800
5008	Retirement	\$ 8,635	\$ 8,200	\$ 9,400
5009	Deferred Compensation Match	\$ -	\$ -	\$ 500
5010	Insurance - Health	\$ 8,414	\$ 9,000	\$ 9,700
5012	Workers Comp	\$ 697	\$ 900	\$ 900
5017	Telephone	\$ 1,919	\$ 2,000	\$ 2,500
5018	Maintenance & Supplies	\$ 529	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ 625	\$ 1,000	\$ 2,000
5021	Vehicle - Routine Main	\$ 63	\$ 500	\$ 500
5022	Vehicle - Fuel	\$ 3,778	\$ 3,500	\$ 3,500
5027	Insurance - Property	\$ 5	\$ 50	\$ -
5028	Insurance - Vehicle	\$ 1,350	\$ 2,800	\$ 1,150
5030	Insurance - Tort	\$ 2,219	\$ 2,250	\$ 550
5032	Insurance - Bond	\$ 29	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ 991	\$ 800	\$ 600
5059	Office Supplies/Equipment	\$ 1,290	\$ 1,500	\$ 1,000
5063	Drug Testing	\$ -	\$ 200	\$ 200
5068	Building Maintenance	\$ -	\$ 300	\$ 250
5076	Advertisement	\$ -	\$ 500	\$ 500
5092	Dues & Subscriptions	\$ 948	\$ 1,000	\$ 1,000
5094	Training/Mtgs/Travel	\$ 809	\$ 3,000	\$ 1,000
5102	Animal Control	\$ 706	\$ 600	\$ 500
5122	Computer Maint & Prog	\$ 1,320	\$ 2,600	\$ 1,800
5130	Postage	\$ 364	\$ 250	\$ 400
5176	Professional Services	\$ -	\$ 1,500	\$ 6,500
5204	Capital Lease	\$ 5,164	\$ 5,200	\$ 5,200
5236	Planning Comm/BZA	\$ 377	\$ 1,000	\$ 1,000
5410	Capital Expenditures	\$ -	\$ 9,000	\$ 6,000
5501	Planning Expense	\$ 9,133	\$ 10,000	\$ 15,000
TOTAL		\$ 143,554	\$ 166,200	\$ 167,200

DEVELOPMENT SERVICES **DEPARTMENT**

SERVICE DELIVERY

The Development Services Department was created July 1, 2009. The Department is staffed by the Building Official, Codes Clerk/Administrative Assistant and Code Enforcement Officer.

This department is responsible for issuance of building permits, residential and commercial building inspections, zoning compliance, enforcement of the Town's flood damage prevention, animal control and nuisance ordinance enforcement, and associated administrative work. The Department is also responsible for all safety compliance inspections for Town owned buildings.

Planning and zoning expenses are budgeted in Development Services.

BUDGET GOALS

- Attend training and seek certification/licensure from the State for Building Official.
- Review and update existing policies and procedures.
- Revise Land Development Regulations and Zoning Ordinance.
- Recommend passage of the International Property Maintenance code as part of the Town of Clover environmental and nuisance ordinance.
- Increase Code Enforcement inspections of all commercial building properties, substandard housing, rental properties and derelict/abandoned vehicles through enforcement and increased monitoring.
- Increase public awareness of building and nuisance codes through public meetings and media advertisement.
- Abate at least one (1) abandoned, nuisance residential property.

DEPARTMENT DETAIL

PERSONNEL

Building Official	CJ Dover
Codes Clerk	Cristine Marine
Nuisance Officer	Charlie Dixon

SERVICES

- Zoning and Building Permits
- Yard Sale Permits
- Animal Control
- Nuisance Abatement
- Building Code Enforcement
- Larne Building Rental

FACILITIES AND EQUIPMENT

VEHICLES

Year	Make/Model	Driver	Mileage
1997	Ford F-150	Building Official	148,770
2010	Ford F-150	Nuisance Officer	27,904

BUDGET DETAIL
10-545

[5000] SALARIES	\$ 88,200
▪ Building Official, Codes Clerk, and Nuisance Officer (Permanent PT)	
[5006] SOCIAL SECURITY	\$ 6,800
[5008] RETIREMENT	\$ 9,400
[500] DEFERRED COMPENSATION MATCH	\$ 500
[5010] INSURANCE – HEALTH	\$ 9,700
[5012] WORKER’S COMPENSATION	\$ 900
[5017] TELEPHONE	\$ 2,500
▪ Regular office and cell phones for Building Official and Nuisance Officer	
[5018] MAINTENANCE & SUPPLIES	\$ 500
[5020] VEHICLE – REPAIRS	\$2,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 500
[5022] VEHICLE – FUEL	\$ 3,500
[5027] INSURANCE – PROPERTY	\$ 0
[5028] INSURANCE –VEHICLES	\$ 1,150
[5030] INSURANCE - TORT	\$ 550
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS/EQUIPMENT	\$ 600
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,000
[5063] DRUG TESTING	\$ 200

[5068] BUILDING MAINTENANCE	\$ 250
[5076] ADVERTISEMENT	\$ 500
<ul style="list-style-type: none"> ▪ Notices for public meetings, hearings and training for building codes and planning and zoning 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,000
<ul style="list-style-type: none"> ▪ Includes professional dues for BOASC, SCAHFM, SCACCA, SCPMGIA, CCEA and SCAPA 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5102] ANIMAL CONTROL	\$ 500
<ul style="list-style-type: none"> ▪ Includes expenses such as traps, cages, food and other equipment 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,800
[5130] POSTAGE	\$ 400
[5176] PROFESSIONAL SERVICES	\$ 6,500
<ul style="list-style-type: none"> ▪ Building code inspection and plan review assistance 	
[5204] CAPITAL LEASE	\$ 5,200
<ul style="list-style-type: none"> ▪ Animal Control Vehicle (pay off 2/2014) 	
[5215] GRANT EXPENSES	\$ 0
[5236] PLANNING COMMISSION/BZA	\$ 1,000
<ul style="list-style-type: none"> ▪ Planning Commission and Board of Zoning Appeals training & office supplies 	
[5410] CAPITAL EXPENDITURES	\$ 6,000
<ul style="list-style-type: none"> ▪ Nuisance demolition 	
[5501] PLANNING EXPENSES	\$ 15,000
<ul style="list-style-type: none"> ▪ Catawba Council of Government for zoning map updates; revision of Land Development Regulations and Zoning Ordinance 	
TOTAL DEVELOPMENT SERVICES DEPARTMENT	\$ 167,200

**GENERAL FUND
FIRE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-510				
5001	Volunteer Firemen	\$ 25,980	\$ 25,000	\$ 23,500
5005	Firemen/Town Employees	\$ 3,060	\$ 2,500	\$ 2,500
5006	Social Security	\$ 234	\$ 200	\$ 200
5012	Workers Comp	\$ 1,623	\$ 1,950	\$ 1,850
5016	Utilities	\$ 4,863	\$ 5,800	\$ 5,800
5017	Telephone	\$ 1,240	\$ 1,400	\$ 1,850
5018	Maintenance & Supplies	\$ 3,399	\$ 8,000	\$ 10,000
5020	Vehicle - Repairs	\$ 5,895	\$ 5,500	\$ 6,500
5021	Vehicle - Routine Main	\$ 31	\$ 3,000	\$ 4,000
5022	Vehicle - Fuel	\$ 7,417	\$ 8,000	\$ 6,000
5027	Insurance - Property	\$ 1,879	\$ 1,900	\$ 1,100
5028	Insurance - Vehicle	\$ 2,886	\$ 2,900	\$ 2,900
5030	Insurance - Tort	\$ 1,630	\$ 1,650	\$ 400
5033	Fire Inspections	\$ 2,210	\$ 5,000	\$ 5,000
5060	Radio Expense	\$ 1,127	\$ 1,500	\$ 1,500
5068	Building Maintenance	\$ 1,884	\$ 1,700	\$ 1,500
5082	Contract Maintenance	\$ -	\$ 500	\$ 800
5092	Dues and Subscriptions	\$ 1,387	\$ 1,500	\$ 1,500
5094	Training/Mtgs/Travel	\$ 488	\$ 1,500	\$ 1,000
5100	Auditing Fees	\$ 1,500	\$ 1,500	\$ 1,000
5122	Computer Maint & Prog	\$ 2,031	\$ 2,100	\$ 2,200
5130	Postage	\$ 11	\$ 50	\$ 50
5176	Professional Services	\$ 431	\$ 500	\$ 750
5215	Grant Expenses	\$ 12,704	\$ -	\$ 4,000
5410	Capital Expenditures	\$ 2,432	\$ 2,000	\$ 1,000
5420	Explorer Program	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL		\$ 87,841	\$ 87,150	\$ 88,400

FIRE DEPARTMENT

MISSION STATEMENT

“The Town of Clover Volunteer Fire Department is dedicated to the citizens of the Town to provide life saving and property protection services.”

SERVICE DELIVERY

The Fire Department houses and utilizes six (6) highly specialized fire and rescue vehicles. Routine maintenance on the apparatus, small equipment and fire station are performed by Fire Department personnel. Maintenance of County-owned equipment is performed by the County.

The Town and York County entered into a Fire Service Agreement in 1983. The Agreement was renewed in 2007. The Town agrees to provide fire protection services to the Clover Rural Fire District in return for a portion of the funds collected from the Rural Fire District and donation of County equipment to help with response. Approximately 75% of the Town’s calls are from the Clover Rural Fire District.

As a fundraising activity, the Fire Department fills swimming pools with the Town-owned tanker.

The Department is also responsible for fire inspections of all commercial buildings.

Routine expenditures are funded from the Town’s General Fund. Special revenues from the South Carolina Fireman’s One-Percent Fund, pool fills and from York County are budgeted as Special Revenues.

The Town of Clover Fire Department is located at 115 Bethel Street, Clover.

BUDGET GOALS

- Continue to provide quality training in all aspects of emergency services
- Continue to upgrade safety equipment to provide the best possible protection to Fire Fighters
- Ensure completion of state required annual fire inspections of commercial properties in the town limits.
- Improve and expand Fire Prevention efforts
- Continue recruiting efforts to ensure adequate number of volunteers
- Provide leadership and training for the Explorer Program

DEPARTMENT DETAIL

PERSONNEL

The Fire Department is comprised totally of volunteers. Currently, there are 25 volunteer firemen. Volunteer firemen are compensated each year based on the number of calls. Each fireman responding to a call within the Town limits is paid \$10. For calls outside the Town limits, only drivers of the trucks are paid (\$10 per call); fire fighters are not paid for calls outside the Town limits. The Chief is compensated an additional \$4,000 per year, the Assistant Chief receives \$2,000 and the Secretary receives \$1,200.

Chief	Charlie Love
Assistant Chief	Steve Skinnell
Captain	Charlie Walker
Training Officer	Johnny Neelands
Sergeant	Fred Taylor
Secretary	Alvin Droughty

SERVICES

- Fire protection services within Town limits and within the Clover Rural Fire District
- Fire inspection of commercial businesses
- Filling pools as fund raiser
- Public outreach and education

FACILITIES

- FIRE STATION, 115 Bethel Street
 - Built in 1999
 - Double capacity, three bay fire station
 - Fire fighter recreation room, kitchen and dining/meeting room

EQUIPMENT

TOWN OWNED

- Pumper Truck – 2001
- Sterling Cab and Chassis Tanker Truck – 2005 (tank replaced in 2010)
- Chevrolet Grass Truck - 1978

YORK COUNTY OWNED

- Pumper - 2004
- Tanker - 1994
- Grass Unit - 2002
- Service Truck – 2000

The Town is responsible for the fuel for all vehicles. York County maintains its equipment.

BUDGET DETAIL
10-510

[5001] VOLUNTEER FIRE FIGHTERS	\$ 23,500
▪ Stipend for volunteer firemen that are not Town of Clover employees	
[5005] FIRE FIGHTERS/TOWN EMPLOYEES	\$ 2,500
▪ Stipend for volunteer firemen that are Town of Clover employees	
▪ Retirement is not taken out on these employees for this service	
[5006] SOCIAL SECURITY	\$ 200
[5012] WORKER'S COMPENSATION	\$ 1,850
[5016] UTILITIES	\$ 5,800
▪ Gas, electric, and water & sewer	
[5017] TELEPHONE	\$ 1,850
▪ Regular, long distance and cell phone (Fire Chief)	
[5018] MAINTENANCE & SUPPLIES	\$ 10,000
[5020] VEHICLE – REPAIRS	\$ 6,500
▪ Repair costs attributed to the Town's three (3) fire fighting vehicles. York County provides maintenance for their four (4) vehicles.	
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 4,000
▪ Routine maintenance to the Town's three (3) fire fighting vehicles: engine, tanker, and grass truck. York County provides maintenance for their four (4) vehicles.	
[5022] VEHICLE – FUEL	\$ 6,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,100
[5028] INSURANCE –VEHICLES	\$ 2,900
[5030] INSURANCE - TORT	\$ 400

[5033] FIRE INSPECTIONS	\$ 5,000
[5060] RADIO EXPENSE	\$ 1,500
▪ Annual warranty renewal.	
[5068] BUILDING MAINTENANCE	\$ 1,500
▪ Includes costs for fire extinguisher service, pest control and generator maintenance.	
[5082] CONTRACT MAINTENANCE	\$ 800
▪ Forcible entry equipment maintenance	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,500
▪ Includes membership to South Carolina's Fire Chief's Association (SCFCA) and South Carolina Firemen's Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5100] AUDITING FEES	\$ 1,000
▪ Portion of cost of the annual audit assigned to the Fire Department	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,200
▪ Internet service and Fire House software annual maintenance fee	
[5130] POSTAGE	\$ 50
[5176] PROFESSIONAL SERVICES	\$ 750
▪ Grant writing assistance	
[5215] GRANT EXPENSES	\$ 4,000
[5410] CAPITAL EXPENDITURES	\$ 1,000
[5420] EXPLORER PROGRAM	\$ 1,500
▪ Program was implemented in 2006. Includes costs for registration, training, uniforms and equipment for participants.	
TOTAL FIRE DEPARTMENT	\$ 88,400

**GENERAL FUND
LEGISLATIVE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-520				
5000	Council Salaries	\$ 22,000	\$ 22,000	\$ 22,000
5006	Social Security	\$ 1,683	\$ 1,700	\$ 1,700
5012	Workers Compensation	\$ 246	\$ 400	\$ 400
5030	Insurance - Tort	\$ 6,685	\$ 6,700	\$ 6,700
5032	Insurance - Bond	\$ 68	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ -	\$ 500	\$ 300
5059	Office Supplies/Equipment	\$ 251	\$ 400	\$ 300
5076	Advertisement	\$ 257	\$ 150	\$ 250
5092	Dues and Subscriptions	\$ 3,370	\$ 4,000	\$ 3,200
5094	Training/Mtgs/Travel	\$ 10,569	\$ 3,500	\$ 4,500
5410	Capital Expenditures	\$ -	\$ -	\$ 8,000
TOTAL		\$ 45,129	\$ 39,400	\$ 47,400

LEGISLATIVE DEPARTMENT

SERVICE DELIVERY

The Legislative Department is comprised of the Clover Town Council. The Council is the governing body of the Town and is responsible for all powers granted to a municipality and for the performance of all duties and obligations imposed by law. The Town Council is tasked with deciding all legislative matters.

The Town Council meets regularly once per month and conducts special meetings, workshops and public hearings as necessary. The Town Council, among other things, approves the annual budget and all annexations.

The Town Council is elected at large in odd number years for two year terms.

Effective July 1, 2010, the expenses from the Water/Sewer Legislative Department were moved to this department. The Water/Sewer Fund will reimburse the General Fund for the expenses that are associated with the operation of the Water/Sewer Fund, estimated to be approximately 50%.

BUDGET GOALS

- Continue efficient operation of the Town of Clover
- Continue education and training efforts

DEPARTMENT DETAIL

PERSONNEL

Mayor	Donnie Grice
Mayor Pro Tem	Jay Dover
Council Members	Ann Harvey
	Todd Blanton
	Wes Spurrier
	Granita Boyd
	Debbie Littlejohn

BUDGET DETAIL
10-520

[5000] SALARIES	\$ 22,000
▪ Mayor (1) \$4,000 annually	
▪ Council Members (6) \$3,000 annually	
▪ Salaries effective January 1, 2000	
[5006] SOCIAL SECURITY	\$ 1,700
[5012] WORKERS COMPENSATION	\$ 400
[5030] INSURANCE – TORT	\$ 6,700
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS & EQUIPMENT	\$ 300
[5059] OFFICE SUPPIES/EQUIPMENT	\$ 300
[5076] ADVERTISEMENT	\$ 250
▪ Notice for public hearings, special meetings and functions	
[5092] DUES AND SUBSCRIPTIONS	\$ 3,200
▪ Includes MASC Annual Dues	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 4,500
▪ MASC Annual Meeting	
▪ Special functions hosted by Council including, attendance at various local, County, State, and special issue meetings	
[5410] CAPITAL EXPENDITURES	\$ 8,000
▪ Table for Council Chambers	
TOTAL LEGISLATIVE DEPARTMENT	\$ 47,400

**All line items include expenses associated with the Water/Sewer Fund. Half of these expenses will be reimbursed to the General Fund by the Water/Sewer Fund.*

**GENERAL FUND
MUNICIPAL COURT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-530				
5000	Salaries	\$ 32,221	\$ 33,500	\$ 37,900
5006	Social Security	\$ 2,465	\$ 2,600	\$ 2,900
5008	Retirement	\$ 3,130	\$ 3,550	\$ 4,000
5009	Deferred Compensation Match	\$ -	\$ -	\$ 500
5010	Insurance - Health	\$ 4,207	\$ 4,500	\$ 4,850
5012	Workers Comp	\$ 131	\$ 200	\$ 150
5016	Utilities	\$ 1,168	\$ 1,200	\$ 1,300
5017	Telephone	\$ 1,961	\$ 2,250	\$ 2,800
5018	Maint/Supplies	\$ 60	\$ 200	\$ 200
5027	Insurance - Property	\$ 40	\$ 50	\$ 100
5030	Insurance - Tort	\$ 75	\$ 100	\$ 200
5032	Insurance - Bond	\$ 10	\$ 50	\$ 50
5059	Office Supplies/Equipment	\$ 2,164	\$ 2,000	\$ 2,000
5068	Building Maintenance	\$ 1,137	\$ 1,500	\$ 1,400
5092	Dues And Subscriptions	\$ 115	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 807	\$ 1,500	\$ 1,500
5100	Auditing Fees	\$ 3,455	\$ 2,500	\$ 1,500
5122	Computer Maint & Prog	\$ 2,103	\$ 1,500	\$ 1,500
5130	Postage	\$ 458	\$ 500	\$ 800
5142	Jury Fees	\$ 768	\$ 1,000	\$ 1,000
5176	Professional Services	\$ 25,421	\$ 25,600	\$ 25,600
5410	Capital Expenditures	\$ 1,175	\$ -	\$ -
TOTAL		\$ 83,070	\$ 84,500	\$ 90,450

MUNICIPAL COURT

SERVICE DELIVERY

The Municipal Court is responsible for the adjudication of traffic, criminal and code enforcement violations. The Court includes two Municipal Judges and a full-time Clerk of Court. The Judge is a York County Magistrate contracted to work for the Town part time. The contract is effective until terminated. The Associate Judge is also the Clerk of Court. The Clerk of Court is charged with handling all of the administrative duties of the court.

Court is held at the York County Magistrate's Office on the first two Thursdays and the third and fourth Mondays of the month. When needed, Jury Trials are held at the Clover Community Center, at the Magistrate's Office or at the Larne Building.

BUDGET GOALS

- Continue efficient operation of the Court
- Continue education and training efforts
- Keep current on Statewide Computer systems

DEPARTMENT DETAIL

PERSONNEL

Judge	Melvin Howell
Clerk of Court/ Associate Judge	RachelAnne Fleming

FACILITIES AND EQUIPMENT

- JUDICIAL BUILDING, 110 Bethel Street
 - This facility was upgraded in FY05-06 to accommodate Municipal Court operations.

BUDGET DETAIL
10-530

[5000] SALARIES	\$ 37,900
▪ Clerk of Court	
[5006] SOCIAL SECURITY	\$ 2,900
[5008] RETIREMENT	\$ 4,000
[5009] DEFFERRED COMPENSATION MATCH	\$ 500
[5010] INSURANCE – HEALTH	\$ 4,850
[5012] WORKER’S COMPENSATION	\$ 150
[5016] UTILITIES	\$ 1,300
[5017] TELEPHONE	\$ 2,800
▪ Regular and long distance service for phone and modem/fax; cell phone for Associate Judge	
[5018] MAINTENANCE & SUPPLIES	\$ 200
[5027] INSURANCE – PROPERTY	\$ 100
[5030] INSURANCE - TORT	\$ 200
[5032] INSURANCE – BOND	\$ 50
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,000
[5068] BUILDING MAINTENANCE	\$ 1,400
▪ Includes cleaning, pest control and fire extinguisher contracts as well as miscellaneous building repairs, e.g. HVAC, plumbing, and electrical.	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
▪ Summary Court Judge Association and Municipal Court Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
▪ Including Summary Court Judge Association Training and Municipal Court Association costs	

[5100] AUDITING FEES	\$ 1,500
▪ Special services are required for court financials	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,500
[5130] POSTAGE	\$ 800
[5142] JURY FEES	\$ 1,000
▪ Jurors are paid \$12 per diem	
[5176] PROFESSIONAL SERVICES	\$ 25,600
▪ Judge Howell's (Magistrate) contract	
[5410] CAPITAL EXPENDITURES	\$ 0
TOTAL MUNICIPAL COURT	\$ 90,450

**GENERAL FUND
POLICE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-515				
5000	Salaries/Police Officer	\$ 649,321	\$ 701,200	\$ 748,000
5001	Salaries/Dispatchers	\$ 145,037	\$ 146,000	\$ 141,000
5004	Overtime	\$ 23,768	\$ 25,000	\$ 20,000
5006	Social Security	\$ 62,587	\$ 66,800	\$ 68,000
5008	Retirement	\$ 94,634	\$ 104,300	\$ 107,300
5009	Deferred Compensation Match	\$ -	\$ -	\$ 1,700
5010	Insurance - Health	\$ 90,732	\$ 108,000	\$ 111,500
5012	Workers Comp	\$ 16,695	\$ 21,000	\$ 24,500
5014	Unemployment Compensation	\$ 1,304	\$ -	\$ -
5016	Utilities	\$ 8,180	\$ 8,500	\$ 10,500
5017	Telephone	\$ 20,559	\$ 20,700	\$ 23,100
5018	Maint/Supplies	\$ 2,640	\$ 3,000	\$ 1,500
5020	Vehicle - Repairs	\$ 15,374	\$ 6,000	\$ 8,000
5021	Vehicle - Routine Maint	\$ 12,274	\$ 10,000	\$ 12,000
5022	Vehicle - Fuel	\$ 52,369	\$ 48,000	\$ 51,000
5027	Insurance - Property	\$ 3,328	\$ 3,600	\$ 1,350
5028	Insurance-Vehicle	\$ 9,726	\$ 10,500	\$ 14,050
5030	Insurance - Tort	\$ 20,302	\$ 20,300	\$ 18,700
5032	Insurance - Bond	\$ 234	\$ 250	\$ 250
5037	Uniforms & Equipment	\$ 25,505	\$ 25,000	\$ 28,000
5039	Community Relations	\$ 2,120	\$ 1,500	\$ 1,500
5050	Drug Fund Expense	\$ 1,944	\$ -	\$ -
5051	Reserve Officer Program	\$ 17,550	\$ 15,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 13,343	\$ 10,000	\$ 10,000
5060	Radio Expense	\$ 3,918	\$ 4,000	\$ 5,000
5062	Jail Expense	\$ 30,230	\$ 25,000	\$ 25,000
5063	Drug Testing	\$ 1,866	\$ 1,000	\$ 1,000
5065	School Resource	\$ -	\$ -	\$ 120,600
5068	Building Maintenance	\$ 8,356	\$ 5,000	\$ 6,000
5070	NCIC	\$ 3,321	\$ 2,500	\$ 2,500
5076	Advertisement	\$ 233	\$ 250	\$ 200
5092	Dues And Subscriptions	\$ 2,143	\$ 2,000	\$ 2,000
5094	Training/Mtgs/Travel	\$ 4,362	\$ 6,500	\$ 7,000
5122	Computer Maint & Prog	\$ 26,267	\$ 26,000	\$ 30,900
5130	Postage	\$ 261	\$ 250	\$ 250
5176	Professional Service	\$ -	\$ 1,000	\$ -
5199	K-9 Unit Program	\$ 4,031	\$ 3,000	\$ 1,500
5202	Equipment Leases	\$ 1,360	\$ 2,500	\$ 2,500
5204	Capital Leases	\$ 144,155	\$ 57,000	\$ 62,700
5215	Grant Expenses	\$ 62,537	\$ -	\$ -
5410	Capital Expenditures	\$ 26,028	\$ -	\$ 2,000
TOTAL		\$ 1,608,593	\$ 1,490,650	\$ 1,686,100

POLICE DEPARTMENT

“Professionalism through Integrity, Pride, and Performance”

MISSION STATEMENT

To enhance the quality of life in our town by working in a partnership with the community and in accordance with constitutional rights to enforce the laws, preserve the peace, and provide a safe environment for the citizens of Clover, South Carolina.

SERVICE DELIVERY

The Police Department is tasked with all law enforcement responsibilities within the Town of Clover.

The Department operates with two 12-hour shifts: 6AM to 6PM and 6PM to 6AM.

The Department is also involved with a multi-jurisdictional Drug Enforcement team assembled from agencies throughout the County. They are tasked with drug, gambling and vice-type law enforcement operations. One Clover officer is designated as a DEU officer.

In 2011, the Department implemented three new programs: the Reserve Officer Program, the K-9 Unit and Bike Patrol. The Reserves are comprised of volunteers who receive State training and certification to act as law enforcement officers. The K-9 Unit is comprised of one officer and Sammie, a fully trained drug dog. The Bike Patrol is used mostly during special events like festivals. There are currently four certified bike officers. The Chaplain Program was added in 2012

In 2013, the Town of Clover Police Department joined the County-wide Forensic Service Unit (FSU). Participation in this program allows for cost sharing which will provide for improved forensic analysis of evidence through shared resources, including the new County DNA lab.

Community outreach efforts include attending community watch and association meetings, sponsoring charitable events and participating in school programs.

BUDGET GOALS

- Improve communications with community groups and local businesses
- Hire/promote new School Resource Officer (SRO) for Blue Eagle Academy; purchase new vehicle
- Lease purchase three replacement vehicles

DEPARTMENT DETAIL

PERSONNEL

POLICE OFFICERS

Chief of Police	Randy C. Grice
Captain	David Dover
Lieutenant	Frankie Sadler, Community Relations Tanner Davis, Detective
Sergeant	Kenneth Blackwood Trey Miller Michael Nivens Mitch Wilson
Detective	Lonnie Mizzell
Detective/FSU	Cheryl Gregory
DEU Officer	Logan McGarity
K-9 Unit	Owen Kokinda
School Resource Officer	Phillip Hawkins
Patrol Officers	Steven Daves Jason Deal Drew Dover Charles Neelands Charles Randall Tracy Reid Ronnie Snelson

CERTIFIED POLICE DISPATCHERS

Ev Amick	Amber Mahaffey
Randy Dills	Belinda Spence

POLICE CHAPLAIN

Wayne Polk	Ray Morrison
Gary Love	James Martin

ADMINISTRATIVE ASSISTANT

Wayne Polk

FACILITIES AND EQUIPMENT

POLICE DEPARTMENT

- Building dates back to 1925; completely renovated in 2004; minor renovations completed in 2010 included relocating dispatch to safer, more secure area.
- Downstairs includes public restrooms, dispatch center, prisoner intake, Breathalyzer, computer workstations and evidence processing area. The Building Official also has an office on the first floor.
- Upstairs includes offices for Chief, Captain, and Detective, interview room, break area and meeting space.

POLICE VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
38	99	Ford Crown Vic (unmarked)	Sgt	131,960
44*	05	Ford Crown Vic	K-9	128,400
45	98	Chevy Tahoe	Training	132,450
46	05	Ford Truck	DEU	101,312
47	03	Ford Crown Vic (unmarked)	Detective	106,450
48	08	Ford Crown Vic	Patrol	-
49*	08	Ford Crown Vic	Patrol	-
50*	08	Ford Crown Vic	Patrol	-
51	08	Ford Crown Vic	Patrol	-
52	08	Ford Crown Vic	Patrol	-
53	08	Ford Crown Vic	Patrol	72,195
54	09	Chevy Tahoe	Chief	75,545
55	09	Chevy Tahoe	Detective	41,100
56	11	Ford Crown Vic	Patrol	33,954
57	11	Ford Crown Vic	Patrol	28,549
58	11	Ford Crown Vic	Patrol	38,324
59	12	Dodge Charger	Patrol	12,579
60	13	Chevrolet Tahoe	Captain	4,515
61	13	Dodge Ram Quad	FSU	3,215
62		Dodge Charger (NEW)	SRO	

*Marked for replacement. Vehicles that are operable with low maintenance costs will be kept for use by the Reserve Officer Program. – Faulty odometer.

BUDGET DETAIL
10-515

[5000] SALARIES/POLICE OFFICERS	\$ 748,000
▪ Nineteen (19) sworn officers and administrative assistant; SRO position in [5065]	
[5001] SALARIES/DISPATCHERS	\$ 141,000
▪ Four (4) certified dispatchers and back up dispatchers	
[5004] OVERTIME	\$ 20,000
[5006] SOCIAL SECURITY	\$ 68,000
[5008] RETIREMENT	\$ 107,300
[5009] DEFERRED COMPENSATION MATCH	\$ 1,700
[5010] INSURANCE – HEALTH	\$ 111,500
[5012] WORKER’S COMPENSATION	\$ 24,500
[5014] UNEMPLOYMENT COMPENSATION	\$ 0
[5016] UTILITIES	\$ 10,500
[5017] TELEPHONE	\$ 23,100
▪ HARDLINES	
▪ (4) Hard lines - incoming and outgoing calls, including 911	
▪ (1) Hard line (T-1) for the NCIC utilized for records checks	
▪ (1) Datamaster line for Breathalyzer	
▪ (1) Fax phone line	
▪ T-1 Line (AT&T SLED)	
▪ MOBILE PHONES (10)	
▪ Chief, Captain, Detective, Dispatch, DEU, FSU, SRO	
▪ 3 shared between patrol officers while on duty	
▪ VERIZON AIR CARDS (3)	
[5018] MAINTENANCE & SUPPLIES	\$ 1,500

[5020] VEHICLE – REPAIRS	\$ 8,000
<ul style="list-style-type: none"> ▪ Repairs not covered by warranties and repairs within the Town’s insurance deductible of \$200 per vehicle, per incident. 	
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 12,000
<ul style="list-style-type: none"> ▪ Routine services include brake replacement, transmission service, coolant system, tune-ups, tires and other services. 	
[5022] VEHICLE – FUEL	\$ 51,000
[5027] INSURANCE – PROPERTY	\$ 1,350
[5028] INSURANCE –VEHICLES	\$ 14,050
[5030] INSURANCE - TORT	\$ 18,700
[5032] INSURANCE – BOND	\$ 250
[5037] UNIFORMS AND EQUIPMENT	\$ 28,000
<ul style="list-style-type: none"> ▪ New and replacement uniforms purchased for officers and dispatchers ▪ Standard equipment for officers, e.g. belts and training bullets 	
[5039] COMMUNITY RELATIONS	\$ 1,500
<ul style="list-style-type: none"> ▪ Includes special community events like the Roosevelt Community Back-to-School Bash and Red Ribbon Week ▪ Town-sponsored events include Clover Santa, Senior Citizen Flowers at Easter, Halloween Alley, and September 11 Memorial Service 	
[5051] RESERVE OFFICER PROGRAM	\$ 15,000
<ul style="list-style-type: none"> ▪ Expenses include radios and other equipment. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 10,000
[5060] RADIO EXPENSE	\$ 5,000
<ul style="list-style-type: none"> ▪ Contract with Motorola 	
[5062] JAIL EXPENSE	\$ 25,000
<ul style="list-style-type: none"> ▪ The York County Detention Center charges \$47.88 per day to house prisoners for the Clover Police Department. 	

[5063] DRUG TESTING	\$ 1,000
[5065] SCHOOL RESOURCE OFFICE	\$ 120,600
<ul style="list-style-type: none"> ▪ Agreement with Clover School District for SRO at Blue Eagle Academy. Includes salary and salary related expenses, equipment, training and other operating expenses and one-time cost of vehicle. CSD to be invoiced monthly for expenses. 	
[5068] BUILDING MAINTENANCE	\$ 6,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical, and supplies. 	
[5070] NCIC	\$ 2,500
<ul style="list-style-type: none"> ▪ NCIC stands for the National Crime Information Center. Authorization and access to the NCIC is provided by the South Carolina Law Enforcement Division (SLED). The NCIC provides the Town instant access to drivers' license records, criminal records, BOLOs (Be On The Lookout) alerts, and weather reports. ▪ T-1 line and air card expenses in Telephone [5017] 	
[5076] ADVERTISEMENT	\$ 200
<ul style="list-style-type: none"> ▪ Includes employment ads and notice of Police Department events. 	
[5092] DUES AND SUBSCRIPTIONS	\$ 2,000
<ul style="list-style-type: none"> ▪ Includes YMCA membership, SC Chief's Association, International Association of Chief's of Police (IACP), SC Code of Laws updates, etc. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 7,000
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 30,900
<ul style="list-style-type: none"> ▪ Includes maintenance contract for computer aided dispatch and report writing software (\$12,600) as well as general IT support and software purchases ▪ New laptop for detective 	
[5130] POSTAGE	\$ 250
[5176] PROFESSIONAL SERVICE	\$ 0
[5199] K-9 UNIT PROGRAM	\$ 1,500
<ul style="list-style-type: none"> ▪ Includes food, housing and veterinarian care for Sammie the drug dog 	

[5202] EQUIPMENT LEASES	\$ 2,500
▪ Copier lease	
[5204] CAPITAL LEASES	\$ 62,700
▪ Existing leases:	
○ Two patrol cars and officer vehicle (pay off 6/2015)	
○ One patrol car (pay off 2/2016)	
○ One officer vehicle and one FSU vehicle (pay off 1/2017)	
▪ New Leases:	
○ Three patrol vehicles (does not include SRO vehicle)	
[5215] GRANT EXPENSE	\$0
[5410] CAPITAL EXPENDITURE	\$ 2,000
TOTAL POLICE DEPARTMENT	\$ 1,686,100

**GENERAL FUND
RECREATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-525				
5000	Salaries	\$ 220,659	\$ 230,000	\$ 257,100
5002	Labor	\$ 6,664	\$ 15,800	\$ 15,000
5006	Social Security	\$ 17,352	\$ 18,500	\$ 20,800
5008	Retirement	\$ 23,192	\$ 20,000	\$ 24,500
5009	Deferred Compensation Match	\$ -	\$ -	\$ 400
5010	Insurance - Health	\$ 20,334	\$ 21,500	\$ 29,100
5012	Workers Comp	\$ 2,367	\$ 2,900	\$ 3,500
5014	Unemployment Compensation	\$ 24	\$ -	\$ -
5016	Utilities	\$ 38,007	\$ 40,000	\$ 50,000
5017	Telephone	\$ 8,481	\$ 8,800	\$ 10,000
5018	Maintenance & Supplies	\$ 29,380	\$ 40,000	\$ 50,000
5020	Vehicle - Repairs	\$ 1,821	\$ 1,500	\$ 1,800
5021	Vehicle - Routine Main	\$ 508	\$ 1,500	\$ 1,500
5022	Vehicle - Fuel	\$ 7,824	\$ 7,500	\$ 8,000
5027	Insurance - Property	\$ 4,733	\$ 4,750	\$ 1,000
5028	Insurance - Vehicle	\$ 4,880	\$ 5,000	\$ 4,000
5030	Insurance - Tort	\$ 2,359	\$ 2,400	\$ 1,350
5032	Insurance - Bond	\$ 78	\$ 100	\$ 100
5034	Facility Rental	\$ 9,209	\$ 11,000	\$ 9,500
5037	Uniforms & Equipment	\$ 789	\$ 1,500	\$ 1,000
5059	Office Supplies/Equipment	\$ 1,373	\$ 1,500	\$ 1,500
5063	Drug Testing	\$ 204	\$ 300	\$ 300
5068	Building Maintenance	\$ 6,905	\$ 4,500	\$ 5,000
5076	Advertisement	\$ 1,483	\$ 2,000	\$ 2,000
5088	Umpires, Referee, Etc.	\$ 23,105	\$ 33,000	\$ 30,000
5089	Recreation Supplies	\$ 53,905	\$ 50,000	\$ 50,000
5092	Dues & Subscriptions	\$ 1,638	\$ 1,800	\$ 1,800
5094	Training/Mtgs/Travel	\$ 1,390	\$ 3,000	\$ 3,500
5122	Computer Maint & Prog	\$ 11,906	\$ 12,800	\$ 13,000
5130	Postage	\$ 194	\$ 300	\$ 300
5137	Recreation Trips	\$ 5,113	\$ 11,000	\$ 11,000
5141	Community Center Programs	\$ 52	\$ 1,000	\$ 1,000
5176	Professional Services	\$ 1,318	\$ 2,500	\$ 3,000
5202	Equipment Leases	\$ 3,486	\$ 2,800	\$ 3,400
5204	Capital Leases	\$ 27,688	\$ 22,600	\$ 21,500
5211	St. Patrick's Day Festival	\$ 969	\$ 1,500	\$ 1,500
5215	Grant Expenses	\$ 9,864	\$ -	\$ -
5410	Capital Expenditures	\$ 4,895	\$ -	\$ 10,700
5412	Park Upgrades	\$ 52,262	\$ 83,500	\$ 49,500
TOTAL		\$ 606,411	\$ 666,850	\$ 697,650
TRANSFER TO CAPITAL		\$ 97,266	\$ 97,500	\$ 99,000

RECREATION DEPARTMENT

SERVICE DELIVERY

The Town of Clover Recreation Department is charged with providing recreational services and group sports to residents in and outside the Town of Clover. The Town utilizes recreation fields located at Clover Community Park, Roosevelt Park, and other locations in and outside of the town limits. Phase 1 of New Centre Park is expected to be completed for Fall 2013 play. Effective since 2004, the use of tobacco at any Town park is prohibited.

The Town currently offers extracurricular activities in youth baseball, soccer, basketball and softball and adult softball, basketball and kick ball. All participants in each sport are required to pay a participation fee. Effective in FY12-13, fees for youth activities which use paid umpires and referees will be increased from \$40 to \$50. All other fees will remain the same.

The Department also helps to maintain the grounds at each park area used by the Town to provide these programs. Staff helps with Larne Building maintenance and downtown beautification. The Recreation Department organizes the Town's annual St. Patrick's Day Festival, assists with other community festivals, and coordinates with the Police Department on several community outreach programs held at the parks.

Beginning in July 2010, the Recreation Department moved to the new Clover Community Center. This building is used to host a variety of community education and enrichment programs.

BUDGET GOALS

- Continue to provide quality recreation programs for citizens
- Improve and expand recreation opportunities
- Plan and host special education and enrichment programs at the Community Center
- Maintain, improve and expand existing Town facilities including:
 - New Centre Park Phase 1 completion (Capital Projects Budget)
 - Complete fitness circuit and disk golf at Clover Community Park
 - Complete various improvements at Clover Community, Roosevelt, the walking track at the Armory, and other non-Town owned facilities
- Update rock study at New Centre and Clover Community Park
- Continue to maintain equipment to allow for extended life and safe operation

DEPARTMENT DETAIL

PERSONNEL

Director	Greg Holmes
Park Superintendent	Scott Moses
Assistant Park Superintendent	Dennis Holland
Program Coordinators	Donald Johnson Drew Kaser
Special Events Coordinator (Permanent P-T)	Jessica Cody
Park Assistant	Brett Wilson
Program Assistant (Permanent P-T)	Josh McCarter
Recreation Assistant (Temporary P-T)	Simon Rotherham
Concession (Seasonal)	Dora Burris Peggy Burch Janie Barber

SERVICES

Sport	Season	League	Age	Facility
Youth Soccer	Fall & Spring	Co-Ed	4-17	CCP, Griggs Road, Blue Eagle Academy, New Centre
Youth Baseball – Dixie Youth Sanctioned	Spring	Co-Ed	3-4 Pre-K T-ball	CCP, Roosevelt, Clover Optimist, Larne, Kinard, and Griggs Road
			5-6 T-ball	
			7-8 Machine Pitch	
			9-10 Minors	
			11-12 Majors	
Fall Baseball – Not Sanctioned	Fall		6-7 Machine Pitch	CCP, Roosevelt, Tega Cay
			8-9 Minors	
			10-11 Majors	

Adult Softball	Summer	Co-Ed	15+	CCP
Youth Softball	Fall & Spring	Girls	7-8	CCP, Roosevelt, Tega Cay, Fort Mill, York and Rock Hill
			9-10	
			11-12	
			13-18	
Youth Basketball	Winter	Co-Ed	4-5	Clover High and Blue Eagle Academy
		Co-Ed	6-7	
		Boys & Girls	8-10	
		Boys & Girls	11-13	
		Co-Ed	14-18	
Adult Basketball	Winter			Blue Eagle Academy
Horseshoe Tournaments	Year Round			CCP

FACILITIES AND EQUIPMENT

➤ CLOVER COMMUNITY CENTER

- 120 Bethel St; renovations completed in July 2010
- Recreation administrative staff, activity space and Council Chambers
- SC Horseshoe Pitching Association Hall of Fame (under construction)
- Space also used for variety of town functions such as Planning Commission and Economic Development Board

➤ CLOVER COMMUNITY PARK COMPLEX (CCP)

- Maintenance office is located in the complex
- Two full-size lighted baseball/softball fields which are also used as soccer fields
- SC Horseshoe Pitching Association approved lighted horseshoe park with 16 pits
- Lighted walking trail (~1 mile) with fitness circuit (under construction)
- Lighted Picnic shelters – first come, first served except with reservation
 - \$25 fee to reserve 30' x 60' shelter with 10 picnic tables & two charcoal grills
 - \$15 fee to reserve small shelter with 3 picnic tables
- Seasonal concession stand and restrooms
- Playground
- 9 hole disk golf (under construction)

➤ ROOSEVELT PARK

- One full-size and two Youth League size baseball fields

- Outdoor, full-size basketball court
 - Stellie J. Jackson Enrichment Center
 - Lighted 30' by 60' picnic shelter
 - \$25 fee to reserve
 - Playground
 - Seasonal concession stand with restrooms and storage space
- **NEW CENTRE PARK**
- Four lighted soccer fields
 - Seasonal concession stand with restrooms
- **OPTIMIST CLUB**
- Owned by Optimist Club but maintained year round by the Town
 - Available for use by Town at no charge
 - One full-size baseball field
 - One porta-john, rented by Town during sports season
- **BLUE EAGLE ACADEMY**
- Fields are maintained by Town during Youth Soccer season; available for use at no charge
 - Indoor Gymnasium used for youth basketball practice and adult basketball games
 - One porta-john, rented by Town during sports season
 - Playground, lighted walking trail
- **GRIGGS ROAD ELEMENTARY**
- Fields are maintained by Town during Youth Soccer season; available for use at no charge
 - One porta-john, rented by Town during sports season
 - Playground

VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
96	Ford Explorer	P-T Employees	116,343
97	Ford F-150	P-T Employees	63,191
98	Dodge Ram	P-T Employees	78,759
08	Ford F-250	Park Superintendent	33,668
09	Ford Explorer	Director	23,536
10	Ford F-250	Asst Park Superintendent	28,115
12	Ford F-150	Program Coordinator	1,454
12	Ford F-150	Program Coordinator	2,531
94	Ford Backhoe		

BUDGET DETAIL
10-525

[5000] SALARIES	\$ 257,100
▪ Full-time and part-time permanent employees; includes upgrade of Park Assistant from PT to FT	
[5002] LABOR	\$ 15,000
▪ Concession and seasonal positions	
[5006] SOCIAL SECURITY	\$ 20,800
[5008] RETIREMENT	\$ 24,500
[5009] DEFERRED COMPENSATION MATCH	\$ 400
[5010] INSURANCE - HEALTH	\$ 29,100
[5012] WORKERS COMPENSATION	\$ 3,500
▪ Includes employees, referees/umpires and seasonal contractors	
[5016] UTILITIES	\$ 50,000
▪ Electricity, field lights, water and sewer at each of the Town-owned facilities	
[5017] TELEPHONE	\$ 10,000
[5018] MAINTENANCE & SUPPLIES	\$ 50,000
▪ Includes equipment and supplies needed to maintain recreation facilities, including building and field maintenance.	
[5020] VEHICLE REPAIR	\$ 1,800
[5021] VEHICLE – ROUTINE MAINTAINANCE	\$ 1,500
[5022] VEHICLE FUEL	\$ 8,000
[5027] INSURANCE –PROPERTY	\$ 1,000
[5028] INSURANCE -VEHICLES	\$ 4,000

[5030] INSURANCE-TORT	\$ 1,350
[5032] INSURANCE - BOND	\$ 100
[5034] FACILITY RENTALS	\$ 9,500
<ul style="list-style-type: none"> ▪ Bus rental for Senior trips, Clover School District Gymnasium and Employees, and Porta-jons. 	
[5037] UNIFORMS & EQUIPMENT	\$ 1,000
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,500
[5063] DRUG TESTING	\$ 300
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs. 	
[5076] ADVERTISEMENT	\$ 2,000
[5088] UMPIRES, REFEREES, INSTRUCTORS, ETC.	\$ 30,000
<ul style="list-style-type: none"> ▪ Baseball, basketball, soccer, softball, adult softball and adult basketball ▪ Sanctioned umpires for Minor & Major League Baseball and ASA Youth Softball 	
[5089] RECREATION SUPPLIES	\$ 50,000
<ul style="list-style-type: none"> ▪ The recreation supplies required for each program ▪ Includes supplies purchased through fund raising activities 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,800
<ul style="list-style-type: none"> ▪ S.C. Parks & Recreation Association Fee, ASA Softball Sanction Fees, Dixie Youth Baseball, and SC Festival and Event Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 3,500
<ul style="list-style-type: none"> ▪ SC Park & Recreation Convention, SC Festivals and Events Conference, Dixie Youth Baseball and ASA Softball travel expenses 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$13,000
<ul style="list-style-type: none"> ▪ Includes maintenance agreement for E-Trak and replacement PC for Director 	
[5130] POSTAGE	\$ 300

[5137] RECREATION TRIPS **\$ 11,000**

- Senior citizen trips including to Myrtle Beach, Christmas Show, etc.
- All costs, except bus rental, are covered by registration fees; revenue is in General Fund. Bus rental expenses allocated in Facility Rental

[5141] COMMUNITY CENTER PROGRAMS **\$ 1,000**

- Regular programs to educate and enrich citizens. Programs may include safety, finance, insurance, travel, etc.

[5176] PROFESSIONAL SERVICES **\$ 3,000**

- Coach training and background checks and update rock study at New Centre & Clover Community Park

[5202] EQUIPMENT LEASES **\$ 3,400**

[5204] CAPITAL LEASES **\$ 21,500**

- 2010 F-250 and Reel Mower (2/2014) and two 2012 F-150 (2/2016); new lease for Mower

[5211] ST. PATRICK'S DAY FESTIVAL **\$ 1,500**

[5215] GRANT EXPENSES **\$ 0**

[5410] CAPITAL EXPENDITURES **\$ 10,700**

- New aerator with rake and blower

[5412] PARK UPGRADES **\$ 49,500**

- This line item was created in FY08-09 to allocate funds from the York County Supplement to be used to improve existing parks
- Develop trail signs for New Centre & CCP; screen dumpster and portajon and replace time clocks at CCP; install disk golf and replace scoreboards at Roosevelt; revitalize non-town fields, e.g. Kinard, Optimist Club; and improve walking track at Armory and paved trail at CCP

TOTAL RECREATION DEPARTMENT **\$ 697,650**

TRANSFER TO CAPITAL PROJECTS (New Centre Park) **\$99,000**

- The allocation of funds from the York County Supplement (50%) to be used for engineering and construction activities at the new park. This funding is transferred directly to Capital Projects and does not count as an expense in the Recreation Department.

**GENERAL FUND
STREETS AND SANITATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
10-500				
5000	Salaries	\$ 318,630	\$ 294,500	\$ 310,000
5006	Social Security	\$ 24,413	\$ 22,500	\$ 23,700
5008	Retirement	\$ 28,187	\$ 31,225	\$ 32,800
5009	Deferred Compensation Match	\$ -	\$ -	\$ 750
5010	Insurance - Health	\$ 38,006	\$ 40,500	\$ 43,600
5012	Workers Comp	\$ 7,076	\$ 8,675	\$ 11,200
5016	Utilities	\$ 81,348	\$ 75,000	\$ 83,000
5017	Telephone	\$ 917	\$ 1,000	\$ 4,500
5018	Maintenance & Supplies	\$ 27,284	\$ 20,000	\$ 30,000
5020	Vehicle-Repairs	\$ 21,440	\$ 10,000	\$ 15,000
5021	Vehicle - Routine Main.	\$ 9,659	\$ 8,000	\$ 12,000
5022	Vehicle - Fuel	\$ 36,820	\$ 38,000	\$ 38,000
5027	Insurance - Property	\$ 1,930	\$ 1,700	\$ 1,200
5028	Insurance - Vehicle	\$ 11,646	\$ 12,000	\$ 10,000
5030	Insurance - Tort	\$ 4,807	\$ 4,800	\$ 1,800
5032	Insurance - Bond	\$ 88	\$ 100	\$ 100
5034	Uniforms Rental	\$ 2,446	\$ 2,800	\$ 2,500
5037	Uniforms & Equipment	\$ 511	\$ 1,200	\$ 1,000
5038	Bad Debts	\$ -	\$ 500	\$ -
5040	Waste Management	\$ 133,272	\$ 136,000	\$ 143,000
5042	Landfill Fees	\$ 79,337	\$ 78,000	\$ 78,000
5045	Curbside Recycling	\$ 37,920	\$ 40,000	\$ 50,000
5059	Office Supplies/Equipment	\$ 865	\$ 250	\$ 250
5063	Drug Testing	\$ 812	\$ 1,000	\$ 1,000
5068	Building Maintenance	\$ 1,803	\$ 5,000	\$ 5,000
5076	Advertising	\$ 91	\$ 300	\$ 300
5082	Contract Maintenance	\$ 11,223	\$ 10,000	\$ 10,000
5092	Dues and Subscriptions	\$ 175	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 3,348	\$ 3,600	\$ 5,000
5130	Postage	\$ 5	\$ 100	\$ 100
5176	Professional Services	\$ 14,375	\$ 20,000	\$ 20,000
5181	Stormwater Repair	\$ 8,521	\$ 10,000	\$ 5,000
5203	Garbage Truck Lease	\$ 64,995	\$ 45,500	\$ -
5204	Capital Lease	\$ 32,629	\$ 26,300	\$ 43,500
5206	Pedestrian Improvements	\$ 600	\$ -	\$ 5,000
5210	Street Repair - Minor	\$ 2,334	\$ 3,000	\$ 3,000
5212	Street Repair - Major	\$ 7,840	\$ -	\$ -
5215	Grant Expense	\$ 10,602	\$ 4,000	\$ 4,000
5410	Capital Expenditures	\$ 14,269	\$ 10,000	\$ 5,000
5475	Cemetery Expenses	\$ -	\$ 16,500	\$ 15,000
TOTAL		\$ 1,040,224	\$ 983,250	\$ 1,015,500

STREETS AND SANITATION **DEPARTMENT**

SERVICE DELIVERY

The Town of Clover Streets and Sanitation Department is responsible for the collection of the Town's solid waste, recyclables and yard debris on a weekly schedule. The Department also monitors street signs and damaged roads in need of repair as well as maintaining the common green spaces of the Town. Stormwater maintenance is also included in this department.

Effective July 1, 2010, the salary and salary related expenses for the Public Works Director were moved from the Water/Sewer Department to this Department. The Water/Sewer Fund will reimburse the General Fund for half (50%) of these expenses.

BUDGET GOALS

- Continue providing timely and efficient collection of solid waste, recycling and yard debris
- Continue beautification efforts in the downtown area
- Oversee contract for Main Street (end cap) and Welcome Sign landscaping and for cemetery landscaping and improvements
- Purchase additional garbage and recycling bins to meet demand
- Work with SCDOT on pedestrian improvements and street repair and maintenance activities
- Evaluate Duke Energy's new street light replacement program; study alternatives that will ensure complementary lighting in the historic business district
- Evaluate options for recycling service
- Complete inventory and assessment of stormwater facilities and road signs on Town-owned roads

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Streets & Sanitation Supervisor	Mike Carpenter
Truck Driver	C. L. Stiles
Laborers	Mark Burton Justin Messer Michael Whitesides Donny Ramsey
Stormwater Supervisor	William Vaughn
Stormwater Laborer	Laramie Parker

SERVICES

- Provide once a week curbside pick-up of household garbage and recyclables. Collections are made on Tuesday, Wednesday, and Thursday. Town is divided into sections; day of collection is dependent on where homes are located
- Provide once a week backdoor pick-up of household garbage and recyclables for authorized handicapped residents
- Yard trash is picked-up daily throughout the Town
- Report and/or replace down or damaged street signs
- Repair or report damaged road surfaces
- Edge and cut all Town green space and manage contracts for additional landscaping services, e.g. cemetery and end cap landscaping
- Provide maintenance and upkeep of existing stormwater drainage
- Provide services for new drainage mechanisms

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
- Includes office space and garage bays, storage and maintenance sheds, and gas pumps
- Also serves as office for Water/Sewer Department

SANITATION VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
1	07	Heil Rear Loader	Diesel	55,000
2	96	Ford L-8000 Garbage Truck/Packer (spare)	Diesel	94,000
4	02	CCC Sideloader Garbage Truck (spare)	Diesel	56,000
23	00	Chevy 1500 Truck (supervisor)	Gas	98,300
3	10	Mack Sideloader Garbage Truck	Diesel	27,200

STREETS VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
5	01	International Dump Truck w/ Box Bed	Diesel	24,300
7	03	International Dump Truck w/ Box Bed	Diesel	30,600
6	06	Ford F-450 Dump Truck	Diesel	63,000
9	11	Ford F-450 Dump Truck	Diesel	23,000
	01	Chevy 2500 utility vehicle	Spare	145,000
	04	Chevrolet Silverado	Director	47,000

STORMWATER VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
9	95	Ford F-450 Dump Truck	Diesel	80,000
	08	Ford F-150 (supervisor)	Gas	52,000
	07	Mini Excavator		
	New	Vacuum Truck		

BUDGET DETAIL
10-500

[5000] SALARIES	\$ 310,000
[5006] SOCIAL SECURITY	\$ 23,700
[5008] RETIREMENT	\$ 32,800
[5009] DEFERRED COMPENSATION MATCH	\$ 750
[5010] INSURANCE – HEALTH	\$ 43,600
[5012] WORKER’S COMPENSATION	\$ 11,200
[5016] UTILITIES	\$ 83,000
▪ Includes public works facilities and street lighting throughout the Town	
[5017] TELEPHONE	\$ 4,500
▪ Mobile phones (Streets & Sanitation Supervisor and Stormwater Supervisor). Regular phone and fax service budgeted in Water/Sewer Department.	
[5018] MAINTENANCE & SUPPLIES	\$ 30,000
▪ Includes paving & repair materials: stone, gravel, asphalt, concrete; rakes, shovels, pitchforks, etc.; and street signs and street sign posts and caps	
[5020] VEHICLE – REPAIRS	\$ 15,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 12,000
[5022] VEHICLE – FUEL	\$ 38,000
[5027] INSURANCE – PROPERTY	\$ 1,200
[5028] INSURANCE –VEHICLES	\$ 10,000
[5030] INSURANCE - TORT	\$ 1,800
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 2,500
▪ Uniform pants and shirts are provided for each employee in this department.	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee in this department. 	
[5038] BAD DEBT	\$ 0
[5040] WASTE MANAGEMENT	\$ 143,000
<ul style="list-style-type: none"> ▪ Contract for commercial dumpster service. Contract renews annually. 	
[5042] LANDFILL FEES	\$ 78,000
[5045] CURBSIDE RECYCLING	\$ 50,000
<ul style="list-style-type: none"> ▪ The Town has an agreement with the City of York to provide curbside recycling one day a week per household. The Town pays the City of York 40% of the total cost of the program which includes a portion of the lease payment for the new truck. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 250
[5063] DRUG TESTING/DOT PHYSICALS	\$ 1,000
<ul style="list-style-type: none"> ▪ Includes annual fee from testing company. 	
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical. 	
[5076] ADVERTISEMENT	\$ 300
<ul style="list-style-type: none"> ▪ Required annual DHEC notice, Spring Clean week and litter programs. 	
[5082] CONTRACT MAINTENANCE	\$ 10,000
<ul style="list-style-type: none"> ▪ Landscaping services for Westgate Industrial Park Maintenance (\$625 per month with York County Natural Gas Authority reimbursement for 75%) ▪ Main Street landscaping funded by Hospitality Tax ▪ Tree maintenance 	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000

[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 5,000
[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 20,000
<ul style="list-style-type: none"> ▪ Engineering and survey services related to road (including C-Fund work) and stormwater improvements 	
[5181] STORMWATER REPAIR	\$ 5,000
[5204] CAPITAL LEASES	\$ 43,500
<ul style="list-style-type: none"> ▪ Dump Truck (pay off 2/2014); tractor (pay off 1/2017) ▪ New lease to replace PW Director truck and for new vacuum truck 	
[5206] PEDESTRIAN IMPROVEMENTS	\$ 5,000
<ul style="list-style-type: none"> ▪ Minor sidewalk repair and pedestrian improvements 	
[5210] STREET REPAIR - MINOR	\$ 3,000
<ul style="list-style-type: none"> ▪ Minor repairs of Town-owned streets, e.g. pot holes, cracks, etc. 	
[5212] STREET REPAIR - MAJOR	\$ 0
[5215] GRANT EXPENSE	\$ 4,000
<ul style="list-style-type: none"> ▪ SCMIT grant for safety equipment 	
[5410] CAPITAL EXPENDITURES	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes additional garbage and recycling bins 	
[5475] CEMETERY EXPENSES	\$ 15,000
<ul style="list-style-type: none"> ▪ Contract for landscape maintenance of Woodside and Clover Community Cemetery (\$1,125 per month) ▪ Cemetery Management Software ▪ Miscellaneous improvements 	
TOTAL STREETS & SANITATION DEPARTMENT	\$ 1,015,500

ENTERPRISE FUND REVENUE

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
20-400				
4026	Sale of Assets	\$ 97	\$ -	\$ 1,500
4028	Interest Income	\$ 615	\$ 800	\$ 500
4030	Misc. Revenue	\$ (4,077)	\$ 8,000	\$ 5,000
4038	Set Off Debt	\$ 2,741	\$ 6,000	\$ 6,000
4047	Grants Water Dept	\$ 491,979	\$ -	\$ -
4049	Grants Sewer Dept	\$ 514,035	\$ -	\$ -
4100	Service Connection Fee	\$ 29,130	\$ 30,000	\$ 35,000
4102	Water Revenue	\$ 1,197,552	\$ 1,286,000	\$ 1,200,000
4104	Water Taps	\$ 11,705	\$ 10,000	\$ 10,000
4105	Water Capacity Fees	\$ 26,043	\$ -	\$ -
4108	Late Fees	\$ 59,297	\$ 60,000	\$ 60,000
4110	Sewer Revenue	\$ 1,199,680	\$ 1,200,000	\$ 1,150,000
4111	Sewer Capacity Fees	\$ 4,850	\$ -	\$ -
4112	Sewer Taps	\$ 2,200	\$ 4,000	\$ 4,000
4113	Pretreatment Fees	\$ 900	\$ 1,600	\$ 1,500
4114	Interest Inc-Bond	\$ 395	\$ 500	\$ 500
4115	Transfer Fee	\$ 1,700	\$ 1,500	\$ 1,500
4116	SC DHEC Fee	\$ 25,395	\$ 26,000	\$ 26,000
TOTAL		\$ 3,564,236	\$ 2,634,400	\$ 2,501,500

BUDGETED FUND BALANCE		\$ -	\$ 100,000
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TRANSFERS		2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
20-400-4120	Water Capacity Fees	\$ -	\$ 12,000	\$ 12,000
20-400-4120	Sewer Capacity Fees	\$ -	\$ 12,000	\$ 12,000
TOTAL		\$ -	\$ 24,000	\$ 24,000

ENTERPRISE FUND REVENUES (WATER/SEWER)

[4028] SALE OF ASSETS **\$ 1,500**

For the sale of capital assets, such as vehicles and equipment, and other items.

[4028] INTEREST INCOME **\$ 500**

This line item represents the interest earned on the water/sewer accounts – operating, capital projects and SC Local Government Investment Pool.

[4030] MISCELLANEOUS REVENUE **\$ 5,000**

This line item includes the revenue collected from the sale of hydrant water to contractors and raw sewage dumping fees.

[4038] SET OFF DEBT **\$ 6,000**

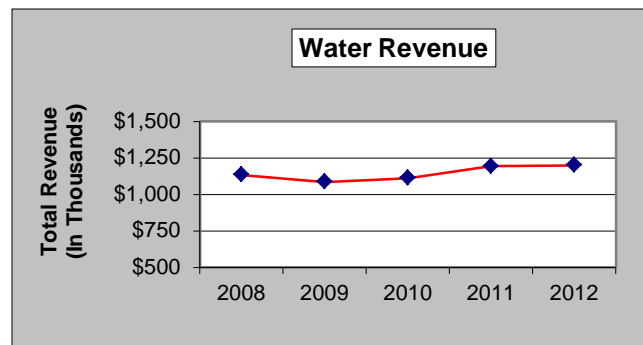
The Town has contracted with the Municipal Association to collect delinquent revenues from accounts with unpaid balances.

[4100] SERVICE CONNECTION FEES **\$ 35,000**

A \$75 service connection fee is charged to all new water/sewer customers. A deposit is also required but is not considered revenue to the Town since the deposit will be refunded after the account is in good standing for a 12 month period. This line item also includes fees charged for a courtesy connection (\$25), i.e. 2-day connection; the \$30 administrative fee charged to customers to reconnect water; and the \$50 administrative fee charged to customers for reactivating disconnected water before the past due bill is paid.

[4102] WATER REVENUE **\$ 1,200,000**

This line item represents the amount the Town expects to revenue from the sale of water and from sprinkler head fees. The revenue anticipated is based on revenues received over the last year and on anticipated growth. For the first time since 2002, rates were increased by 4% effective January 1, 2010, in response to a 3.7% rate increase by the City of Gastonia. In FY11-12, the rates were increased by 3% due to a 3% increase by the City of Gastonia and to increased operational expenses. A rate increase is not expected for FY13-14.



Inside:	First 1999 gallons	\$13.87
	2000-10,000	\$5.55
	10,001-100,000	\$5.53
	100,001-250,000	\$5.51
	over 250,000	\$5.46
Outside:	First 1999 gallons	\$27.76
	2000-10,000	\$11.12
	10,001-100,000	\$11.09
	100,001-250,000	\$11.07
	over 250,000	\$ 5.79

[4104] WATER TAPS

\$ 10,000

The water tap rates are calculated based on size of connection requested and are then broken down into a meter charge and an installation charge. If a developer installs his own lines, the installation charge is waived. Fire service fees are included in this line item also.

[4108] LATE FEES

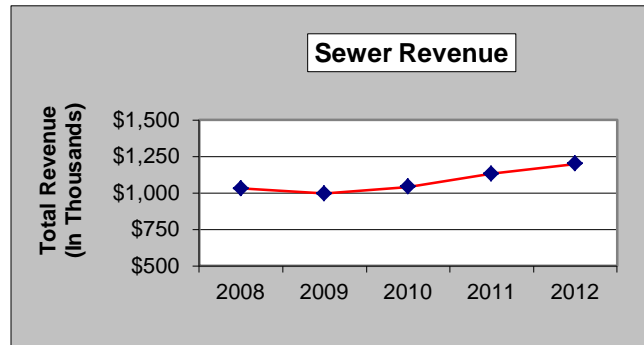
\$ 60,000

This line item represents the additional fee assessed for late payment (10%).

[4110] SEWER REVENUE

\$ 1,150,000

This line item represents the amount the Town expects to revenue from the sale of sewer service. The revenue budgeted is based on revenues received over the last year and on anticipated growth. Raw sewage dump fees and fees for low pressure sewer applications are also included in this line item.



Sewer rates are based upon water usage. For the first time since 2002, rates were increased by 4% in response to a rate increase by the City of Gastonia. In fiscal year 2011-12, the rates were increased by 8% due to an 8% increase by the City of Gastonia and to increased operational expenses. A rate increase is not expected for FY13-14.

Inside:	Base Charge	\$16.10
	Per 1,000 gallons	\$4.00
Outside:	Base Charge	\$32.23
	Per 1,000 gallons	\$8.01

[4112] SEWER TAPS **\$ 4,000**

The sewer tap rates is the installation charge based on the size of connection requested. If a developer installs his own lines, the installation charge is waived.

[4113] PRETREATMENT FEES **\$ 1,500**

Fees associated with the Town's pretreatment program for the industrial discharge of wastewater.

[4114] BOND INTEREST **\$ 500**

[4115] TRANSFER FEE **\$ 1,500**

A \$25 charge for transferring a customer from one service address to another provided the account for the original service is paid in full.

[4116] SC DHEC FEE **\$ 26,000**

This line item represents the revenue collected from the Town's water customers, per State regulation.

TOTAL ENTERPRISE FUND REVENUES	\$2,501,500
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BUDGETED FUND BALANCE **\$ 100,000**

Effective FY 12-13, Water and Sewer Capacity fees are transferred to a separate account so as to build up a capital projects fund for future use. For FY 13-14, Water and Sewer Capacity fees are expected to be \$24,000.

**ENTERPRISE FUND
WATER/SEWER DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
20-555				
5000	Salaries	\$ 110,656	\$ 193,000	\$ 200,000
5006	Social Security	\$ 13,128	\$ 14,800	\$ 15,300
5008	Retirement	\$ 16,817	\$ 20,500	\$ 21,200
5009	Deferred Compensation Match	\$ -	\$ -	\$ 500
5010	Insurance - Health	\$ 22,908	\$ 27,000	\$ 29,100
5012	Workers Comp	\$ 4,544	\$ 6,000	\$ 4,800
5016	Utilities	\$ 28,282	\$ 86,000	\$ 90,000
5017	Telephone	\$ 21,395	\$ 20,000	\$ 25,000
5018	Maintenance & Supplies	\$ 60,078	\$ 60,000	\$ 65,000
5020	Vehicle-Repairs	\$ 2,127	\$ 3,500	\$ 4,000
5021	Vehicle-Routine Main	\$ 3,507	\$ 3,500	\$ 4,000
5022	Vehicle - Fuel	\$ 25,189	\$ 22,000	\$ 25,000
5027	Insurance - Property	\$ 2,086	\$ 2,100	\$ 1,000
5028	Insurance - Vehicle	\$ 7,817	\$ 6,200	\$ 5,700
5030	Insurance - Tort	\$ 4,150	\$ 4,200	\$ 1,000
5032	Insurance - Bond	\$ 49	\$ 100	\$ 100
5034	Uniform Rental	\$ 2,266	\$ 3,000	\$ 2,800
5037	Uniforms & Equipment	\$ 372	\$ 1,000	\$ 1,000
5038	Bad Debts	\$ 23,835	\$ 10,000	\$ 15,000
5058	Bank Charges	\$ 95	\$ -	\$ -
5059	Office Supplies/Equipment	\$ 4,160	\$ 1,500	\$ 1,000
5063	Drug Testing	\$ 436	\$ 500	\$ 500
5068	Building Maintenance	\$ 1,476	\$ 5,000	\$ 3,000
5076	Advertisement	\$ 915	\$ 300	\$ 300
5082	Contract Maintenance	\$ 14,177	\$ 15,000	\$ 15,000
5092	Dues & Subscriptions	\$ 424	\$ 500	\$ 500
5094	Training/Mtgs/Travel	\$ 332	\$ 1,500	\$ 1,500
5122	Computer Maint & Prog	\$ 5,066	\$ 8,800	\$ 5,000
5130	Postage	\$ -	\$ 100	\$ 100
5176	Professional Services	\$ 7,418	\$ 8,500	\$ 56,000
5204	Capital Lease	\$ 2,527	\$ 16,500	\$ 18,450
5210	Lab Testing	\$ 26,584	\$ 15,000	\$ 20,000
5212	DHEC Fee	\$ 9,709	\$ 10,000	\$ 11,000
5215	Grant Expenses	\$ 601,182	\$ -	\$ -
5409	CDBG-Grant Expenses	\$ 554,649	\$ -	\$ -
5410	Capital Expenditures	\$ 7,343	\$ 26,000	\$ 22,000
5412	Loss-Sales of Fixed Assets	\$ 3,721	\$ -	\$ -
5413	Debt Payment	\$ 528,968	\$ 370,000	\$ 361,200
5414	Capital Expenditures Rev Bond	\$ 125,530	\$ -	\$ -
5415	Revolving Loan Fund			\$ 50,000
5445	Meter Purchase	\$ 10,708	\$ 15,000	\$ 20,000
5450	Water Purchase	\$ 575,801	\$ 590,000	\$ 560,000
5460	Sewer Purchase	\$ 717,001	\$ 740,000	\$ 720,000
5470	Monitoring & Surcharges	\$ 53,258	\$ 30,000	\$ 30,000
TOTAL		\$ 3,600,687	\$ 2,337,100	\$ 2,406,050

Transfer to General Fund	\$ 217,800	\$ 297,300	\$ 322,750
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WATER AND SEWER DEPARTMENT

SERVICE DELIVERY

The Water and Sewer Department is responsible for the delivery of a constant source of potable water, at adequate pressure, and collecting wastewater from the customers within the Town's system. In addition, the Department must maintain a constant supply of water, at adequate pressure according to DHEC, for the Town's fire suppression system. It also maintains, installs or supervises the installation of all water mains, service lines, meters, fire hydrants, and water taps for new services. The Water and Sewer Department reads all meters on a monthly basis, providing this information to the Administration Department for bill distribution. The Department also provides planning and engineering assistance to developers of major projects and subdivisions. In 2008, the Town was required to develop and implement a Pretreatment Program for industrial wastewater discharges.

The Town of Clover contracted with the City of Gastonia in August of 1997 to purchase water through a wholesale agreement. The agreement also included the processing of the Town's sewage once pretreated and pumped to the Gastonia Treatment Plant. The Town negotiated to purchase water at Gastonia's in-town rates.

Effective July 1, 2010, expenses for Administration and Legislative were moved to General Fund. The Enterprise Fund will reimburse the General Fund quarterly based on established ratios. This change also means that the Revenue Bond debt payment was moved to the Water-Sewer Department.

BUDGET GOALS

- Upgrade and improve existing lines in accordance with Water and Sewer Master Plan
- Maintain existing facilities and equipment housing
- Purchase equipment necessary to perform services
- Apply for low interest loan for capital projects
- Complete a rate and capacity fee study
- Develop list of improvements to the system that will improve wastewater discharge quality
- Comply with terms of 2012 consent order with Two Rivers Utilities
- Complete a "smoke test" to determine locations of stormwater infiltration into sewer lines

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Water Supervisor	Kenneth Jackson
Plant Operator	David Windburn
Water/Sewer Maintenance	Marshall McCarter
	Marc Cohen
Wastewater Plant Laborer	Jeff Mansir
Meter Technician	Matthew Readett

SERVICES

- Install water and sewer taps
- Water and sewer line and equipment repairs
- Monitor and maintain lift stations
- Meter reading
- Sewage transfer station
- Pretreatment Program

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
 - Includes office space and garage bays, storage and maintenance sheds, and gas pumps
 - Also serves as office for Streets and Sanitation Department
- CALABASH PUMP STATION AND LAB
 - Required DHEC testing performed here
 - Receive wastewater, pre-treat, and pump to Gastonia
- LIFT STATIONS (42 units)

WATER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
08	Ford F-250	Maintenance	63,000
00	International Dump Truck		11,000
12	Ford F-250	Supervisor	
13	Ford F-150	Meter Reader	

SEWER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
05	Chevrolet 1500	Supervisor	60,000
07	Ford Ranger	Meter Technician	63,000
08	Ford F-250 service truck	Laborer	61,000
12	Ford F-250 service truck	Laborer	13,000

OTHER EQUIPMENT

<u>Year</u>	<u>Make/Model</u>
07	Mini Excavator
98	Hudson Trailer
08	Backhoe B-95

BUDGET DETAIL
20-555

[5000] SALARIES	\$ 200,000
[5006] SOCIAL SECURITY	\$ 15,300
[5008] RETIREMENT	\$ 21,200
[5009] DEFERRED COMPENSATION MATCH	\$ 500
[5010] INSURANCE – HEALTH	\$ 29,100
[5012] WORKER’S COMPENSATION	\$ 4,800
[5016] UTILITIES	\$ 90,000
▪ Town lot, Calabash Pump Station & Lab, Lift Stations	
[5017] TELEPHONE	\$ 25,000
▪ HARDLINES	
▪ Town lot regular phone and fax service	
▪ Emergency lines at lift stations	
▪ MOBILE PHONES	
▪ Public Works Director, Plant Operator, Water Supervisor & Maintenance	
[5018] MAINTENANCE & SUPPLIES	\$ 65,000
[5020] VEHICLE – REPAIRS	\$ 4,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 4,000
[5022] VEHICLE – FUEL	\$ 25,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,000
[5028] INSURANCE –VEHICLES	\$ 5,700
[5030] INSURANCE – TORT	\$ 1,000
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 2,800
▪ All employees in the Water/Sewer Department are supplied with rental uniforms	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee in this department. 	
[5038] BAD DEBTS	\$ 15,000
<ul style="list-style-type: none"> ▪ This line item represents the uncollected water/sewer bills. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,000
[5063] DRUG TESTING	\$ 500
[5068] BUILDING MAINTENANCE	\$ 3,000
<ul style="list-style-type: none"> ▪ Includes funding for pest control and miscellaneous repairs and upgrades 	
[5076] ADVERTISEMENT	\$ 300
[5082] CONTRACT MAINTENANCE	\$ 15,000
<ul style="list-style-type: none"> ▪ Bishop Hydrant Service and Jack Moore/Water Tank Valves maintenance contracts 	
[5092] DUES AND SUBSCRIPTIONS	\$ 500
<ul style="list-style-type: none"> ▪ SC DHEC Water/Sewer Licenses required for staff; SC Rural Water Association; SC Backflow Prevention Association; and American Water Works Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
<ul style="list-style-type: none"> ▪ Once per year safety training provided by Pipeline Supply – (2) employees ▪ SC Public Works Convention ▪ National Public Works Convention ▪ OSHA Training 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 5,000
<ul style="list-style-type: none"> ▪ Routine maintenance and contract for Significant Digits and Master Meter 	
[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 56,000
<ul style="list-style-type: none"> ▪ Joel Wood engineering services for specific projects; Utility Location services (PUPS); and a rate and capacity fee study 	

[5204] CAPITAL LEASES	\$ 18,450
<ul style="list-style-type: none"> ▪ Existing leases for two maintenance vehicles (pay off 2/2016) and meter reader truck (pay off 1/2017) ▪ New lease for light tower 	
[5210] LAB TESTING	\$ 20,000
<ul style="list-style-type: none"> ▪ DHEC and pretreatment program testing. 	
[5212] DHEC FEE (WATER/SEWER PERMITS)	\$ 11,000
<ul style="list-style-type: none"> ▪ Required DHEC permits. 	
[5215] GRANT EXPENSES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 22,000
<ul style="list-style-type: none"> ▪ Boring tool and miscellaneous other expenses including: gas meters, spare pumps, blowers, etc. 	
[5413] DEBT SERVICE PAYMENT	\$ 361,200
<ul style="list-style-type: none"> ▪ This line item reflects the monthly payments required under the 2007 Revenue Bond for payment of the bond principal and interest. Pay off 12-1-2027. 	
[5415] REVOLVING LOAD FUND	\$ 50,000
<ul style="list-style-type: none"> ▪ Repayment for proposed low interest loan from the State Revolving Fund. Projects may include bar screen repair, water tank rehabilitation, water meters, and sewer line repairs (to reduce infiltration). 	
[5445] METER PURCHASE	\$ 20,000
<ul style="list-style-type: none"> ▪ Includes commercial, residential and industrial meters for replacement and for new construction; includes funding to replace one large meter serving school district. 	
[5450] WATER PURCHASE	\$ 560,000
<ul style="list-style-type: none"> ▪ Rate increase from Two Rivers Utilities not anticipated. 	
[5460] SEWER PURCHASE	\$ 720,000
<ul style="list-style-type: none"> ▪ Rate increase from Two Rivers Utilities not anticipated. 	

[5470] MONITORING AND SURCHARGES

\$ 30,000

- Monthly sewer pretreatment program charges (\$300) and surcharges for exceeding permit limits.

TOTAL WATER/SEWER DEPARTMENT

\$ 2,406,050

TRANSFER TO GENERAL FUND

\$322,750

- The Enterprise Fund will reimburse the General Fund for expenses related to the operation of the water and sewer utility. Previously, expenses were budgeted in both funds. Expenses include salary and salary related for the Town Administrator, Treasurer and Public Works Director, and operational costs such as office supplies. Percentage distributions were reviewed and adjusted as needed for each line item that had previously been split between the funds.

**SPECIAL REVENUE FUND
HOSPITALITY TAX**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
50-400				
4028	Interest Income	\$ 51	\$ -	-
4055	Hospitality Tax	\$ 184,088	\$ 165,000	180,000
Budgeted Fund Balance				
			-	12,000
TOTAL		184,139	165,000	192,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
50-500				
5004	Overtime	\$ 2,631	\$ 5,000	\$ 5,000
5018	Office Supplies	\$ (150)	\$ 500	\$ 500
5076	Advertisement	\$ 1,234	\$ 8,750	\$ 1,900
5082	Contract Maintenance	\$ 19,567	\$ 11,500	\$ 16,000
5176	Professional Services	\$ 2,939	\$ 5,000	\$ 5,000
5190	Festivals	\$ 13,975	\$ 16,000	\$ 18,000
5191	Special Events	\$ 147	\$ 8,000	\$ 10,000
5410	Capital Expenditures	\$ -	\$ -	\$ 25,000
5413	Debt Service	\$ 75,473	\$ 75,250	\$ 75,600
TOTAL		\$ 115,817	\$ 130,000	\$ 157,000

TRANSFERS	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
To Cap Proj from CY Revenue	\$ -	\$ 35,000	\$ 35,000
TOTAL	\$ -	\$ 35,000	\$ 35,000

HOSPITALITY TAX

Effective January 1, 2007, the Town of Clover implemented a 2% Local Hospitality Tax applied to the total amount of the charge for prepared or modified foods and beverages intended for immediate consumption and sold within the municipal limits of the Town of Clover.

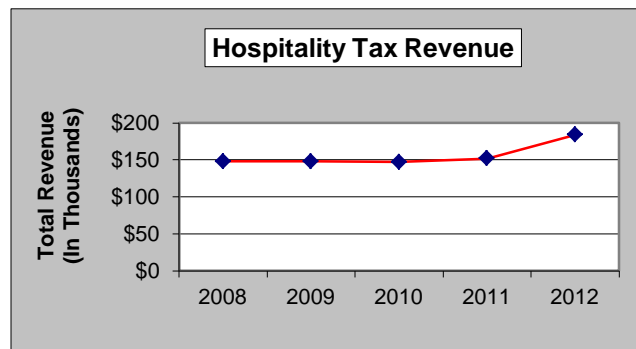
Hospitality Tax expenditures are restricted by State law. Tax proceeds can fund:

- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and renourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) advertisements and promotions related to tourism development; or
- (6) water and sewer infrastructure to serve tourism-related demand.

State law also allows an amount up to twenty (20%) percent of the prior year's hospitality tax collections to be used during the current year for operation and maintenance of those items listed above including police, fire protection, emergency medical services, and emergency-preparedness operations directly attendant to those facilities.

BUDGET GOALS

- Increased advertisement for tourism related events
- Landscape maintenance contract for end caps and Welcome signs
- Funding for St. Patrick's Festival, Feis Chlobhair and Fall Festival and Auto Show and other special events
- Repayment of Hospitality Tax Revenue Bond (for New Centre Park)



BUDGET DETAIL
50-500

[5004] OVERTIME	\$ 5,000
<ul style="list-style-type: none">▪ Police and Recreation Department overtime for festivals and special events. Up to \$36,800 allowed based on prior year's revenues.	
[5018] OFFICE SUPPLIES	\$ 500
[5076] ADVERTISEMENT	\$ 1,900
<ul style="list-style-type: none">▪ For county and regional tourism publications like York County Visitor's Guide, Western Watch, etc.	
[5082] CONTRACT MAINTENANCE	\$ 16,000
<ul style="list-style-type: none">▪ Maintenance contract for end caps and Welcome signs	
[5176] PROFESSIONAL SERVICES	\$ 5,000
<ul style="list-style-type: none">▪ The Greater Clover Chamber of Commerce serves as the Town's official Welcome Center and information point. The Chamber also organizes the annual Christmas parade and Feis Chlobhair Scotch-Irish Festival.	
[5190] FESTIVALS	\$ 18,000
<ul style="list-style-type: none">▪ St. Patrick's Festival, Feis Chlobhair (Chamber), Fall Festival and Auto Show (Jaycees), and Christmas events	
[5191] SPECIAL EVENTS	\$ 10,000
<ul style="list-style-type: none">▪ Miscellaneous special events including BBQ Cookoff, Pumpkin Carving Contest, Movies in the Park, tournaments and others	
[5410] CAPITAL EXPENDITURES	\$ 25,000
<ul style="list-style-type: none">▪ Welcome sign on S. Main Street, street light banners, and median master plan	
[5413] DEBT SERVICE	\$75,600
<ul style="list-style-type: none">▪ To repay \$600,000 revenue bond (pay-off due FYE 2016) for New Centre Park	
TOTAL HOSPITALITY TAX	\$ 157,000
TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$35,000
<ul style="list-style-type: none">▪ For payment to Clover School District for property purchase.	

**SPECIAL REVENUE FUND
FIRE DEPARTMENT SUPPLEMENTS**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
40-400				
4019	Donations	\$ 5,374	\$ 5,000	\$ 5,000
4028	Interest	\$ 202	\$ 5,000	\$ 1,000
4030	Other Revenue	\$ 250	\$ -	\$ 3,000
4070	County Supplement	\$ 24,733	\$ 22,000	\$ 27,200
4080	Pool Fill	\$ 65,965	\$ 25,000	\$ 25,000
Budgeted Fund Balance		\$ -	\$ -	\$ -
TOTAL		\$ 96,524	\$ 57,000	\$ 61,200

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
40-510				
5018	Maintenance & Supplies	\$ -	\$ 5,500	\$ 5,500
5021	Contributions	\$ 4,500	\$ 5,000	\$ 5,000
5037	Uniforms & Equipment	\$ 402	\$ 5,000	\$ 8,000
5059	Office Supplies/Equipment	\$ 55	\$ 1,000	\$ 1,000
5092	Dues/Subscriptions	\$ 100	\$ 1,800	\$ 1,800
5094	Training/Mtgs/Travel	\$ -	\$ 1,000	\$ 1,000
5320	Vehicle Expense	\$ -	\$ 5,500	\$ 5,500
5400	Equipment Repair	\$ -	\$ 3,000	\$ 3,000
5402	Supplies	\$ -	\$ 500	\$ 400
5410	Capital Expenditures	\$ 4,400	\$ 3,700	\$ 5,000
Contribution to Fund Balance			\$ 25,000	\$ 25,000
TOTAL		\$ 9,457	\$ 57,000	\$ 61,200

FIRE DEPARTMENT SUPPLEMENTS

Effective FY07-08, revenues paid to the Town by York County under the terms of the Fire Services Agreement and funds raised through pool fills and the expenditure of these funds are budgeted as a “special revenue” although there are no State or local requirements to do so. Revenues from pool fills are saved for the replacement of major equipment.

BUDGET GOALS

- Continue to save pool fill revenues for major equipment replacement
- Continue to provide quality training to personnel
- Continue to maintain all equipment

BUDGET DETAIL **40-510**

[5018] MAINTENANCE & SUPPLIES	\$ 5,500
[5021] CONTRIBUTIONS	\$ 5,000
[5037] UNIFORMS & EQUIPMENT	\$ 8,000
[5059] OFFICE SUPPLIES/EQUIPMENT	\$ 1,000
[5092] DUES AND SUBSCRIPTIONS	\$ 1,800
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5320] VEHICLE EXPENSE	\$5,500
[5400] EQUIPMENT REPAIR	\$ 3,000
[5402] SUPPLIES	\$ 400
[5410] CAPITAL EXPENDITURES	\$ 5,000
CONTRIBUTION TO FUND BALANCE	\$25,000
▪ Reserved for future capital expenditure to replace major equipment	
TOTAL FIRE DEPARTMENT SUPPLEMENTS	\$ 61,200

**SPECIAL REVENUE FUND
FIRE DEPARTMENT RECREATION (1%) FUND**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
40-444				
4028	Interest	\$ 32	\$ 50	\$ 50
4202	1% Revenue	\$ 13,454	\$ 13,000	\$ 13,750
TOTAL		\$ 13,486	\$ 13,050	\$ 13,800

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
40-595				
5023	Convention Expense	\$ 4,945	\$ -	\$ -
5037	Uniforms & Svc Awards	\$ 5,270	\$ 1,200	\$ 1,000
5059	Office Supplies	\$ -	\$ 500	\$ 100
5094	Training/Mtgs/Travel	\$ (2,023)	\$ 3,500	\$ 3,500
5402	Supplies	\$ 2,792	\$ -	\$ 1,350
5410	Capital Expenditures	\$ -	\$ -	\$ -
5502	Firemen's Recreation	\$ 2,771	\$ 7,850	\$ 7,850
TOTAL		\$ 13,755	\$ 13,050	\$ 13,800

FIRE DEPARTMENT RECREATION

In 1907, the S.C. General Assembly passed legislation called the Firemen’s Insurance and Inspection Fund for “the betterment and maintenance of skilled and efficient fire departments within the county.” The money is a privilege granted by the General Assembly to fire departments who meet certain requirements. The fund is a one-percent tax collected on all fire insurance premiums written in the state, and thus is commonly referred to as “one-percent money.”

Fire Departments must spend one-percent money in one of three categories. These categories are retirement and insurance, training and education, and recruitment and retention.

While the Fire Chief is responsible for the overall operation of the fire department, the one-percent money is shared equally by all members of the fire department. Each fire department member, regardless of rank, has an equal vote in how the money should be spent. Specifically, fifty-one percent (51%) of the entire fire department membership must vote and approve all one-percent expenditures.

BUDGET GOALS

- Provide for the improvement and maintenance of a skilled and efficient fire department

BUDGET DETAIL **40-595**

[5023] CONVENTION EXPENSE	\$ 0
[5037] UNIFORMS & SERVICE AWARDS	\$ 1,000
[5059] OFFICE SUPPLIES	\$ 100
[5094] TRAINING/MEETINGS/TRAVEL	\$ 3,500
[5402] SUPPLIES	\$ 1,350
[5410] CAPITAL EXPENDITURES	\$ 0
[5502] FIREMEN’S RECREATION	\$7,850
TOTAL FIRE DEPARTMENT RECREATION	\$ 13,800

**SPECIAL REVENUE FUND
DRUG ENFORCEMENT UNIT**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
70-400				
4028	Interest	\$ -	\$ -	\$ 10
4146	York Cty-DEU < 1000	\$ -	\$ -	\$ 1,500
4147	York Cty-DEU > 1000	\$ -	\$ -	\$ 2,500
Budgeted Fund Balance				
TOTAL		\$ -	\$ -	\$ 4,010

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
70-515				
5050	Drug Fund Expense	\$ -	\$ -	\$ 4,010
TOTAL		\$ -	\$ -	\$ 4,010

\$ -

DRUG ENFORCEMENT UNIT

The York County Multi-Jurisdictional Drug Enforcement Unit was formally created in 1998. This Unit is comprised of officers from the York County Sheriff's Office, the police departments of the municipalities of York, Rock Hill, Clover, Fort Mill and Tega Cay, and Winthrop University; and representatives from the Solicitor's Office. The unit has the following responsibilities:

- To disrupt the illicit drug traffic in the State of South Carolina, the York County area, and adjacent regions, to include adjoining states;
- To gather and compile intelligence data relating to trafficking in narcotics and dangerous drugs;
- To conduct undercover operations when appropriate and engage in other traditional methods of investigation in order to effectively prosecute drug law violations in the courts with appropriate jurisdiction;
- To cooperate with state and federal law enforcement agencies in the investigation, arrest, and prosecution of upper level drug dealers;
- To enforce the law related to money laundering and organized crime activities;
- To target and enforce vice related crimes; such as, gambling, solicitation/prostitution, alcohol related crimes like underage drinking, etc.;
- To enforce all state laws anywhere in York County, all county ordinances in any unincorporated portion of York County, and any municipal ordinance of any municipality in York County while the officer is located in that municipality;
- To conduct any other law enforcement investigation or activity as authorized by the commanders and the Unit Governing Board.

Assets seized are shared equitably among the participating agencies and in accordance with applicable law. Seizures are divided into two revenue categories: >\$1,000 and <\$1,000. Expenditures are restricted by mutual agreement.

BUDGET GOALS

- Continue to participate in the DEU and reduce drug related crime.

BUDGET DETAIL **70-515**

[5050] DRUG FUND EXPENSE **\$ 4,010**

- Supplies, equipment, etc. that improve drug enforcement and prosecution efforts

TOTAL DRUG ENFORCEMENT UNIT **\$ 4,010**

CAPITAL PROJECTS BUDGET

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
60-400				
4000	Property Tax	\$ -	\$ 50,000	\$ 55,000
4019	Donations	\$ -	\$ -	\$ -
4028	Interest	\$ 2,817	\$ 2,500	\$ 500
4030	Misc Revenue	\$ -	\$ -	\$ 1,000
4049	Misc Grant Revenue	\$ -	\$ 300,000	\$ -
4300	Bond Proceeds	\$ -	\$ 800,000	\$ -
9999	General Fund Transfer In	\$ 97,266	\$ 274,200	\$ 154,100
9999	Hospitality Tax Transfer In		\$ 35,000	\$ 35,000
Budgeted Fund Balance			\$ 827,780	\$ 362,200
TOTAL		\$ 100,083	\$ 2,289,480	\$ 607,800

ACCOUNT NUMBER	BUDGET ITEM	2011-2012 ACTUAL	2012-2013 BUDGET	2013-2014 BUDGET
60-535				
5413	Debt Service	\$ -	\$ 65,068	\$ 65,100
5420	Town Hall Project	\$ -	\$ 200,000	\$ 242,200
5421	Downtown Parking	\$ -	\$ -	\$ 45,000
5425	Recreation-New Centre Park	\$ 173,043	\$ 1,690,300	\$ 255,500
TOTAL		\$ 173,043	\$ 1,955,368	\$ 607,800

CAPITAL PROJECTS BUDGET

New Centre Park

The Town has obtained all the land needed to construct New Centre Park on Clinton/Memorial Drive. The Town acquired fill dirt from the York School District and hauling was completed July 2010. The payment to the Clover School District is \$35,000/yr for 10 years with final payment due on June 30, 2016. The construction contract for Phase 1 with Beam Construction was completed in June 2013.

The FY13-14 budget includes annual payment to the Clover School District; cleaning up the road frontage for aesthetics and to improve drainage; purchasing park amenities such as trash cans, picnic tables, concession equipment, entrance sign, etc.; developing the trail system between New Centre and Clover Community Park; improving the overflow parking area and obtaining an updated geotechnical study of the land proposed to be developed in the future. The annual York County Supplement (\$99,000); fund balance from the prior year (\$120,000); and a transfer from Hospitality Tax (\$35,000) are the major funding sources for this work.

Downtown Parking

Downtown parking in the Historic District has been identified as a need. Funds from the General Fund fund balance are budgeted to be used to purchase and upgrade parking in the downtown area.

Town Hall

The Town purchased 116 Bethel Street for the purpose of renovating and relocating the staff and operations of Town Hall. The purchase price was \$174,550. The budget anticipates using \$242,200 for architectural plans and construction. The funds are comprised of the \$67,950 balance from the 2012 GO Bond and the \$175,000 transfer from General Fund in FYE13.

BUDGET DETAIL
60-535

[5413] DEBT SERVICE	\$ 65,100
▪ General Obligation Bond to be repaid with up to 4 mills capital millage	
[5420] TOWN HALL PROJECT	\$ 242,200
▪ Architectural fees and renovation/construction of new town hall and existing town hall	
[5421] DOWNTOWN PARKING	\$ 45,000
▪ Purchase and upgrade parking lot in Historic District	
[5425] RECREATION-NEW CENTRE PARK	\$ 255,500
▪ Annual payment to Clover School District (\$35,000)	
▪ Professional services/engineering including updated geotechnical survey property planned to be improved	
▪ Phase 1 amenities, improve road frontage and overflow parking lot, etc.	
TOTAL CAPITAL PROJECTS	\$ 607,800